

Parent Consents and Information Verification forms

We are happy to announce that we are moving some of our paperwork over to our online portal, Parent Connect. At this time, we are asking parents to complete the following tasks **to assist in keeping our students safe and accounted for** this year. Please complete these steps by **September 24th**; you can update the information anytime.

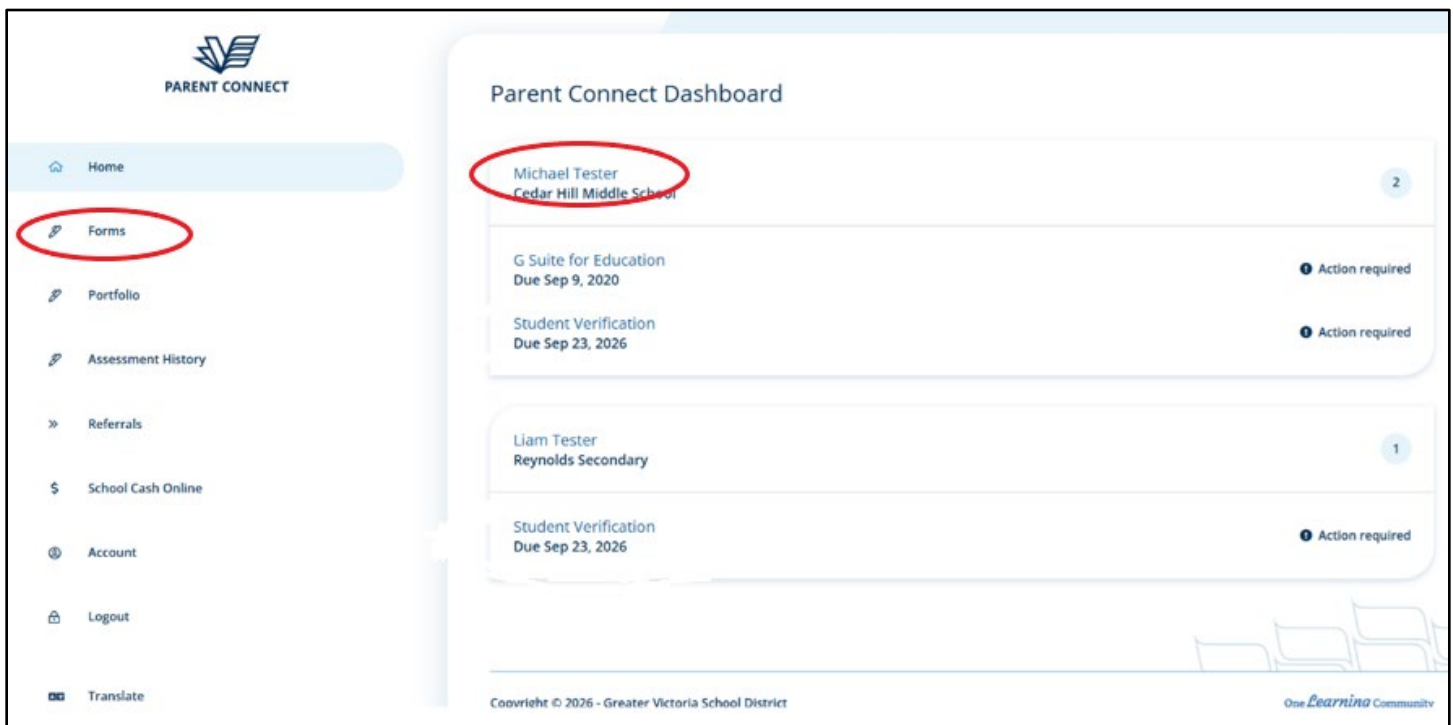
1. Field Trip Consent
2. Reviewing/editing/completing Information Verification forms.
3. Media Consent

How to Access Parent Connect:

- [Access Parent Connect](#) (If you don't already have an account, you will need to create one. You will need the email address on file with the school in MyEd. If this has recently changed, you'll need to contact the school to get this updated before creating an account)
- [Parent Connect Video Instructions](#)
- [Accessing Parent Connect using your computer](#)
- [Accessing Parent Connect using your Phone](#)

1. Field Trip Consents:

Below is a screen shot of what the Parent Connect dashboard would look like for a parent with two students in the District. Click on the student, and then the Forms link as circled below.



From the resulting list, we would ask the parents look for the following links and grant permission if they would like their child to have permission for these events. Letters will still come home outlining details of field trips, but signatures would not be required every time.

- Permission for Neighbourhood Walkabouts
- Permission for School Field Trips

Below is a sample of the Permission for School Field Trips. Parents should click the “Grant Consent” button at the bottom right. If it has already been done, there will be a “Revoke Consent” button. If you wish to grant permission, please don’t click this, just leave the screen as is. You will repeat the process for ‘Neighbourhood Walkabouts’.

Permission for School Field Trips

(As Per: REGULATION 3545.2 (Attachment 5))

The classroom curriculum is significantly enriched and expanded when students visit and observe for themselves, certain aspects of community life and the natural environment.

School field trips provide these valuable educational experiences and are planned as an enriched part of the total school program. Regulations are in place governing the number of supervisors who will accompany students on each school field trip. Every reasonable precaution will be taken to ensure the safety of students.

Should a school field trip be planned which would exceed one day or in which there might be more than normal risk or difficulty of supervision (i.e. ski trip, day at beach), you will be informed with more details and asked for specific approval for that field trip.

Choose one of the following options:

Granting consent below indicates permission for the child in your care to participate in school field trips for the school year. You will be notified of all field trips to be taken.

Denying consent indicates that you'd prefer to give separate written permission for each individual field trip for this school year.

Grant Consent

Back

And here is a sample of the Walkabouts form:

Permission for Neighbourhood Walkabouts

Field trips are booked in advance and planned well ahead of the date. However, teachers, on occasion, may want to take their students on a Neighborhood Walkabout during the school day to enhance a part of the curriculum.

Regulations are in place governing the number of supervisors who will accompany students on each school field trip and walkabout; every reasonable precaution will be taken to ensure the safety of students.

This online form is asking for your permission for your child to take part in occasional Neighborhood Walkabouts with the classroom teacher and appropriate number of supervisors.

Choose one of the following options:

Granting consent below indicates permission for your child to participate in school walkabouts for the school year.

Denying consent indicates that your child does not have permission to participate in school walkabouts.

Grant Consent

Back

2. Verification Form Information:

Your student's Verification form will appear as an "Action required" on the Parent Connect dashboard for any student(s) belonging to the parent. This is what the dashboard would look like for a parent with two children in the District. Click on the link (as circled below) for one student at a time.

The screenshot shows the Parent Connect Dashboard. On the left is a sidebar with navigation links: Home, Forms, Portfolio, Assessment History, Referrals, School Cash Online, Account, and Logout. The main content area is titled "Parent Connect Dashboard". It displays two student profiles. The first profile is for Michael Tester at Cedar Hill Middle School, with a count of 2. Below the name, it lists "G Suite for Education Due Sep 9, 2020" and "Student Verification Due Sep 23, 2026", both with an "Action required" status. The second profile is for Liam Tester at Reynolds Secondary, with a count of 1. It also lists "Student Verification Due Sep 23, 2026" with an "Action required" status. In both cases, the "Student Verification" link is circled in red.

When the parent clicks on the link – the form will prepopulate with as much information from MyEd as is available in the data extracts. You will need to fill out the rest and make any necessary changes. Note, as indicated in the screenshot below: A verification form for a student only needs to be submitted by one Parent/Guardian. Additional updates can be made by any Parent/Guardian at any time:

The screenshot shows the Student Verification Form. At the top, it displays the student's name (Michael Tester), school (Cedar Hill Middle School), due date (Sep 23, 2026), and status (Action Required). Below this, a note states: "A verification form for a student only needs to be submitted by one Parent/Guardian. Additional updates can be made by any Parent/Guardian at any time." The form is divided into several sections with input fields. The "Legal" section includes fields for Legal Last Name (Tester), Legal First Name (Michael), and Legal Middle Name(s). The "Usual" section includes fields for Usual Last Name (Tester), Usual First Name (Michael), and Usual Middle Name(s). The "Date of Birth" field is set to Mar 16, 2011, and the "Personal Health No." field is set to 11111111111111. The "Student Email" field is empty. The "Address" section includes fields for Street Address (100 Douglas Street), City (Victoria), Province (BC), and Postal Code (V8V 2N9). The "Mailing Address" field is set to 100 Douglas Street BC V8P 5S4. The "Student Home Phone" field is set to (250) 100-1000, and there is an "Unlisted" checkbox. The "Student Cell Phone" field is empty. The "Previous School Name" field is set to Braefoot Elementary SD61, and the "Previous School District" field is empty. A "Family Courier" checkbox is also present. A search bar is visible at the bottom right.

The form will only prepopulate with the Parent/Guardian information of the parent/guardian filling out the form. If desired, the parent can indicate on a checkbox that their Parent/Guardian contact info and/or emergency contact info should not be visible to other parent/guardians belonging to the student.

PARENT / GUARDIAN INFORMATION			
Last Name Tester		First Name Homer	
Street Address 100 Douglas Street		Relationship Father	
City Victoria		Province BC	
Mailing Address 100 Douglas Street BC V8P 5S4		Postal Code Y8V 2N9	
Home Phone (250) 100-1000		RR Number/PO Box 	
Work Phone (250) 100-1000 x____		Cell Phone (250) 100-1000	
☐ Lives with Student		☐ Recieve Mailings	
☐ Can Pick Up		☐ Receive autodialer calls	
☐ Can Recieve Email			
☐ Do not show this Parent/Guardian record to Michael's other parents/caregivers			
Add Another Parent/Guardian			

If there are documents that the office should have (court orders, immigration documents, proof of residence for address changes, etc) there is now an ability to upload these forms into the Verification form. The submission button is at the bottom of the form. Any parent/guardian for the student can subsequently update the submission after a submission is done. Simply click on the button that corresponds to what you are uploading and then click on submit.

CITIZENSHIP (country) Canada	Visa Status 	Expiration 	
Upload Immigration (one document only)			
At Home Language English	Most Used Language 	First Language 	
Indigenous Band of Origin 	Indigenous Band of Residence 	Indigenous Ancestry 	Indigenous Status No

Documentation - if student's address has changed

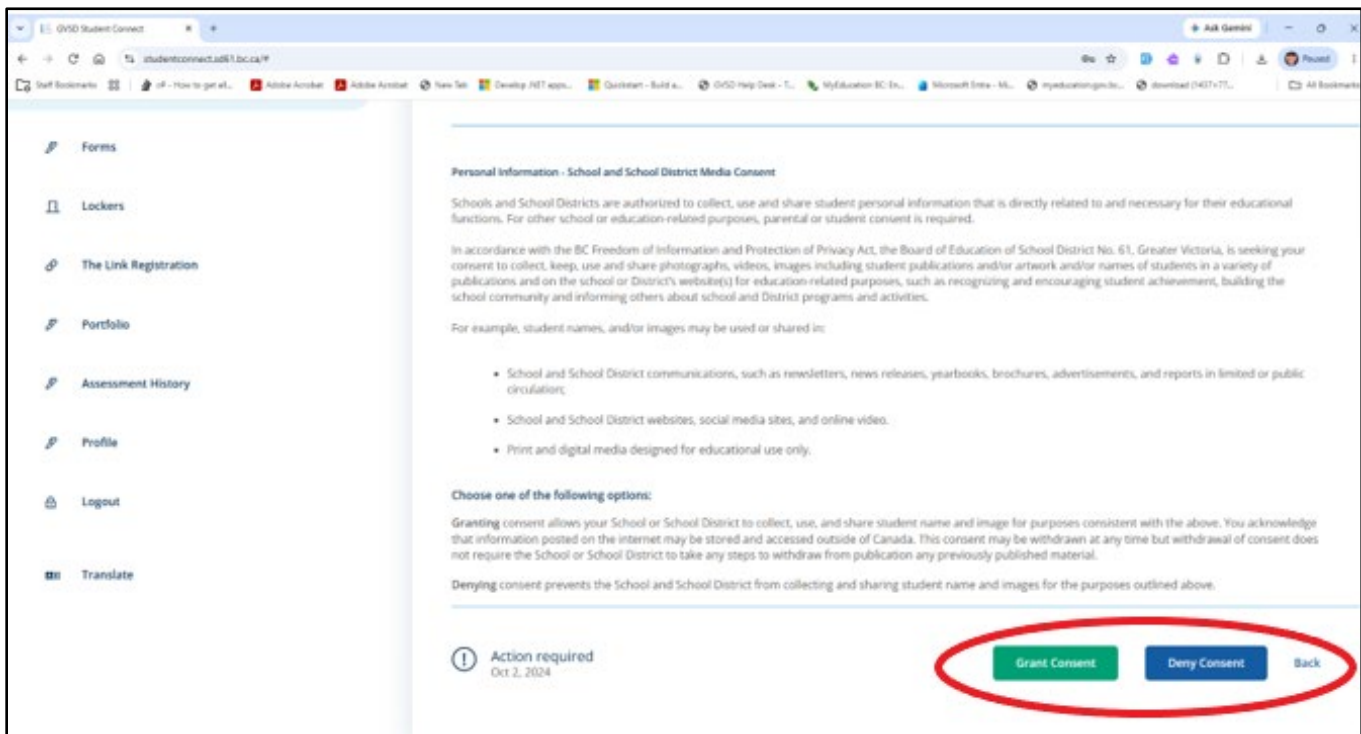
[Upload Proof of Address/Tenancy 1 \(one document only\)](#)
[Upload Proof of Address/Tenancy 2 \(one document only\)](#)
[Upload Proof of Address/Tenancy 3 \(one document only\)](#)

The information on this form is collected under the authority of the School Act, Section 13 and 79. The information provided will be used for educational program and administrative purposes, and when required, may be provided to health services, social services or support services as outlined in Section 79(2) of the School Act. The information collected on this form will be protected consistent with the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact your School Administrator.


Action required
 Sep 23, 2026

[Submit](#)
[Back](#)

3. Media Consent (via Student Connect):



The screenshot shows a web browser window with the URL studentconnect.ad51.bc.ca/#. The left sidebar contains a menu with the following items: Forms, Lockers, The Link Registration, Portfolio, Assessment History, Profile, Logout, and Translate. The main content area is titled "Personal Information - School and School District Media Consent". It contains the following text:

Schools and School Districts are authorized to collect, use and share student personal information that is directly related to and necessary for their educational functions. For other school or education-related purposes, parental or student consent is required.

In accordance with the BC Freedom of Information and Protection of Privacy Act, the Board of Education of School District No. 61, Greater Victoria, is seeking your consent to collect, keep, use and share photographs, videos, images including student publications and/or artwork and/or names of students in a variety of publications and on the school or District's website(s) for education-related purposes, such as recognizing and encouraging student achievement, building the school community and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in:

- School and School District communications, such as newsletters, news releases, yearbooks, brochures, advertisements, and reports in limited or public circulation;
- School and School District websites, social media sites, and online video;
- Print and digital media designed for educational use only.

Choose one of the following options:

Granting consent allows your School or School District to collect, use, and share student name and image for purposes consistent with the above. You acknowledge that information posted on the internet may be stored and accessed outside of Canada. This consent may be withdrawn at any time but withdrawal of consent does not require the School or School District to take any steps to withdraw from publication any previously published material.

Denying consent prevents the School and School District from collecting and sharing student name and images for the purposes outlined above.

At the bottom left, there is a notification: "Action required Oct 2, 2024". At the bottom right, there are three buttons: "Grant Consent" (green), "Deny Consent" (blue), and "Back" (blue). These three buttons are circled in red.

(The only action required is to see if your student has consented or not and discuss if that is something they would like to consent to)

The student will need to [log into Student Connect](#), then select forms, then select Personal Information: School and School District Media Consent.

If they have consented, you will not see these buttons shown above (as circled). If you see these buttons, the student needs to decide if they would like to consent or not. If yes, click on Grant Consent, if no then click on Deny Consent.

As always, if there are any questions, please call the office so we can assist you in getting these important tasks completed.