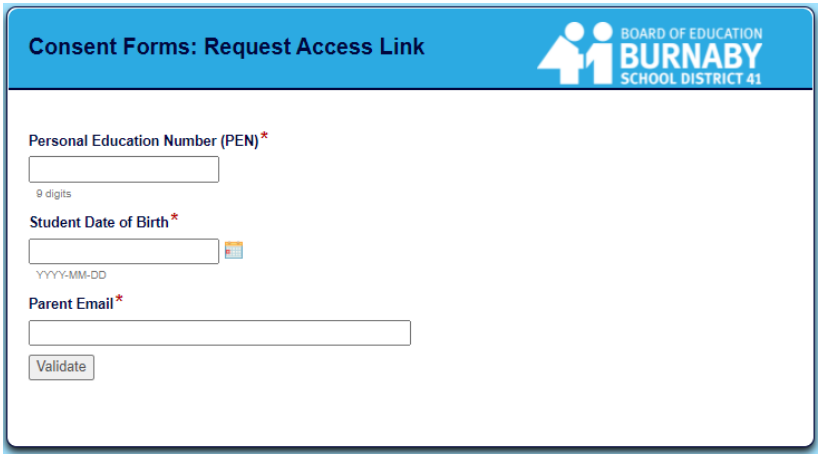
# Burnaby School District Parental Consent Form

## Step 1. Consent Forms: Request Access

Before a parent/guardian can submit a consent form, they are required to apply for an access code:

### URL: https://forms.sd41.bc.ca/Forms/sdconsentac




The form requires that a parent have the following 3 pieces of information available for the child:

1. **Personal Education Number (PEN)**
    - Commonly found on your child's report card
    - For Burnaby Secondary students the PEN is also found in the MyEducation BC parent and student portal
2. **Date of Birth**
3. **An email address which was previously shared with the school**

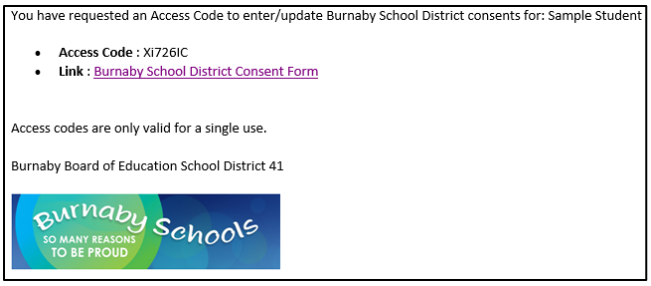
Please contact your child's school if you require assistance.

## Step 2. Check your Email

Upon successfully submitting the request, Parents/Guardians will receive a confirmation email with two key items:

a. An Access Code
b. A unique URL with an embedded token.

The URL and code are unique to that specific student and can only be used once.


You have requested an Access Code to enter/update Burnaby School District consents for: Sample Student

- **Access Code :** Xi726IC
- **Link :** Burnaby School District Consent Form

Access codes are only valid for a single use.

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Burnaby Schools
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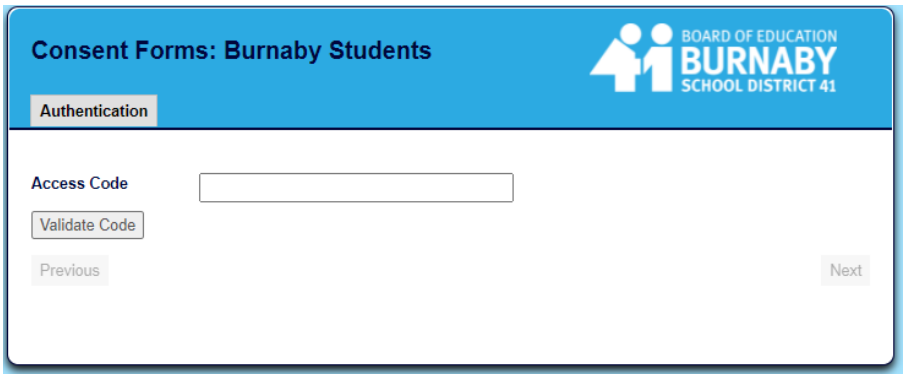
## Step 3. Consent Forms: Burnaby Students

After clicking on their unique Web Link in their email, a web browser will open, and the Parent/Guardian will be shown the Consent Form.

1. Enter the Access Code provided in the Email
   The access code is case sensitive.

2. Click on Validate Code




The Consent Form will require the Parent to enter their consent (Yes/No) for the following grade K-12 consent items:

| **Consent Item:** | **Note:** |
|---|---|
| Consent to Send Commercial Electronic Messages (CASL) | |
| Media Release | |
| Student Personal Information | |
| Walking Permission | |
| District Technologies & Information Systems: Student Acceptable Use Agreement | **Grade 4-12 also requires the student signature** |
| O365 Permission | Information Only |