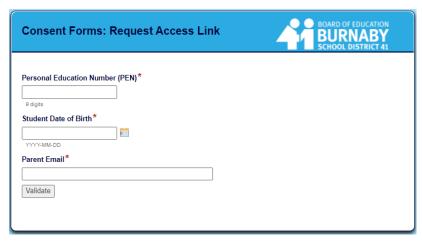
#### **IMPORTANT INFORMATION** Please have this translated.

# **Burnaby School District Family Consent Form**

## **Step 1. Consent Forms: Request Access**

Before a Family 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 you have the following 3 pieces of information available for the child:

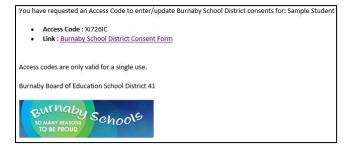
- 1. Personal Education Number (PEN)
  - Commonly found on your child's report card
- 2. Date of Birth
- 3. An email address which was previously shared with the school

### Step 2. Check your Email

Upon successfully submitting the request, you 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.



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

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

- Enter the Access Code provided in the Email
   The access code is case sensitive and time sensitive.
- 2. Click on Validate Code

