


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**

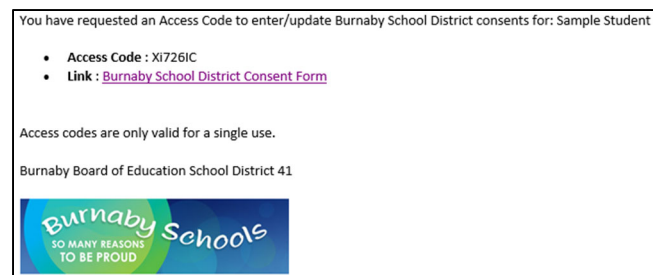
Please contact your child's school if you require assistance.

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.

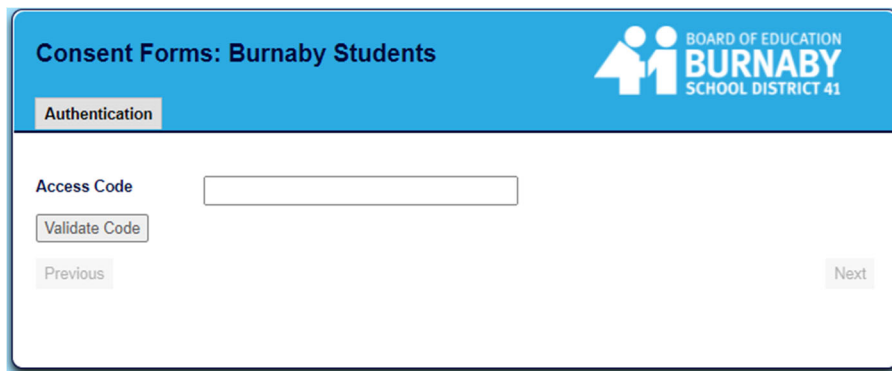
The URL and code are unique to that specific student and can only be used once.



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 screenshot shows a web form titled "Consent Forms: Burnaby Students" with the Burnaby School District 41 logo. Below the title is a tab labeled "Authentication". The form contains an "Access Code" label next to a text input field. Below the input field is a "Validate Code" button. At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

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