



Reviewing and Updating your demographic and emergency contact/emergency release information - All parents need to go on-line each year to update their Parent Connect – demographic/emergency release information.

We rely on this contact information when trying to contact parents, or alternates, in the event of an emergency. Therefore, we need it to be accurate.

It is very important that you review and update your cell phone number, email address, emergency contacts and designated emergency release.

**** Please note – you will not be able to update your home address or home phone number.** If you require changes, please contact the school office.

To sign onto Parent Connect go to:

<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>

Sign into Parent Connect using your email address (the one you've provided to the school) and parent connect password.

If you have never signed into Parent Connect and do not know your password, or you have forgotten your password, you can ask the system to email the password.

Passwords are sent to the parent email address you've provided to the school. To have your password emailed to you, click on the “Forgot My Password” link next to the Password box.

PERMISSION FORMS ON PARENT CONNECT

Each year, the Delta School District requires that parents approve, through Parent Connect, various permission forms (eg. walking field trip, Fruit & Veggie program, Photo & Media consent, Google Apps for Education, etc....). It is very important that you complete the on-line permission forms.

After signing into Parent Connect, you will be presented with Forms Approval, just above and to the right of the Bulletin Board.

Each line is a separate form, requiring processing.

Under the heading, “Document”, click on the box to open a document with more information about that form.

Please read the document and follow instructions to make any necessary changes.

Student(s)	Form	Document	Due Date	Select Response
Your Child's Name	Walking Field Trip	Walking Field Trip	09/04/2011	"No Response"
Last Day Absent/Tardy 10/03/2011	Emergency Release Information	Emergency Release Information	10/30/2011	"No Response"
	Family Demographic Information	Family Demographic Info	11/01/2011	"No Response"

Under the heading "Select Response", click on the drop-down arrow to select the appropriate response for the form.

This must be completed for each form present on the screen.

Select the Save button.

PC-0006 Last Signon 10/26/2011 Signon Count 1 Forms History Save

Student(s) Your Child's Name

Last Day Absent/Tardy 10/03/2011

Form	Document	Date	Select Response
Walking Field Trip Permission	Walking Field Trip	09/06/2011	*No Response*
Emergency Release Information	Emergency Release Information	10/30/2011	*No Response*
Family Demographic Information	Family Demographic Info	11/01/2011	*No Response*

Bulletin Board
click on <Basic> to access information

of Bulletins 1 # of Bulletins 10/24/2011

Parents can update work and cell phone numbers and email addresses, emergency contact and doctor phone numbers, emergency release and out of province contact names, phone numbers and

The forms will be moved to Forms History.

After the forms have been removed to Forms History – you will still be able to view the selected responses by selecting the Forms History button.

You will NOT, however, be able to change your response from the Forms History. You will need to contact the school secretary to make any changes.

Please remember to complete for each child attending Sunshine Hills