

# 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**

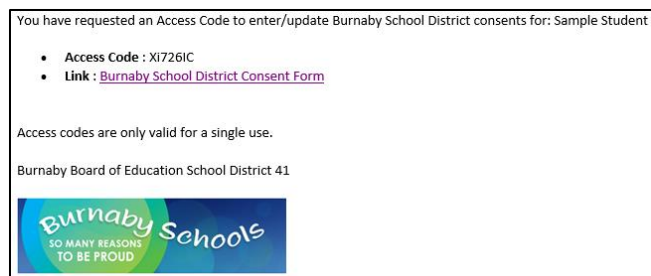
Please contact your child's school if you require assistance.

## 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.

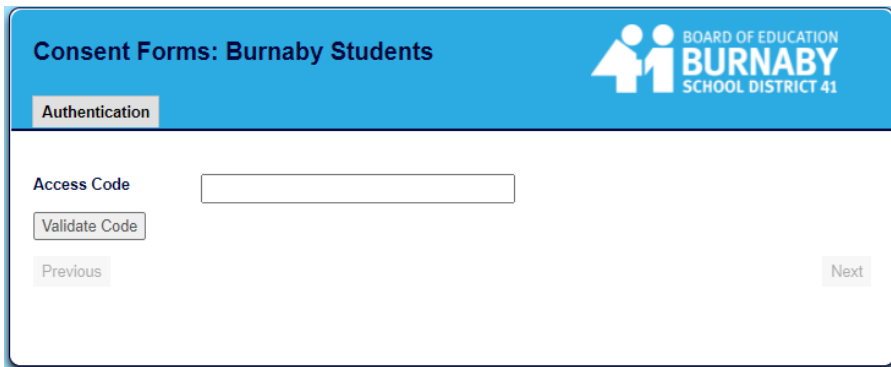
The URL and code are unique to that specific student and can only be used once.



### 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



**Consent Forms: Burnaby Students**

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

Authentication

Access Code

Validate Code

Previous Next

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	<b>Grade 4-12 also requires the student signature</b>
O365 Permission	Information Only