

## Related Students

MyEducation BC offers functionality to display the relationship between students in the following location:

School View > Student top tab > a student's record > Contacts side tab > Related Students

Related students with a two way connection will print on the Student Information Verification form in the Sibling Information area, and appear in the Sibling section at the bottom of each other's Details side tab > Demographics screen. There is more than one method to create a related student record for two students in the system, however, it's important to choose the method that doesn't automatically share contact records and addresses.

### Method #1 – The Recommendation is to **Avoid** Using this Method

When registering a student, Step 1 of the registration wizard has a checkbox for "Search for related student". Selecting this checkbox when registering a student will automatically share addresses, contacts, etc. with the student's sibling(s).

**Student Registration: Select Student**

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**New student**

Legal last name *	<input type="text"/>
Gender *	<input type="text" value="v"/>
Date of birth (mm/dd/yyyy) *	<input type="text"/> <input type="text" value="Age"/>

Search for related student ⓘ

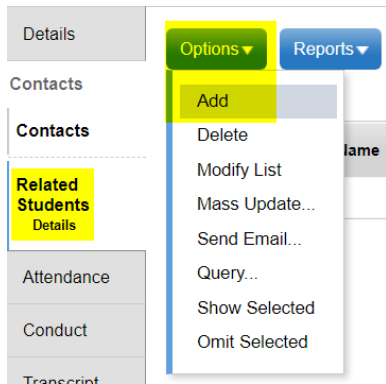
**Selecting this checkbox when registering a student will automatically share addresses, contacts, etc. with the student's sibling(s). Please do not select this checkbox when registering a student to avoid sharing this information.**

The recommendation to not share addresses, contact records, etc. is based on feedback received from schools in our district in an effort to avoid updating records for another school. Please **do not** select this checkbox when registering a student to avoid sharing this information.

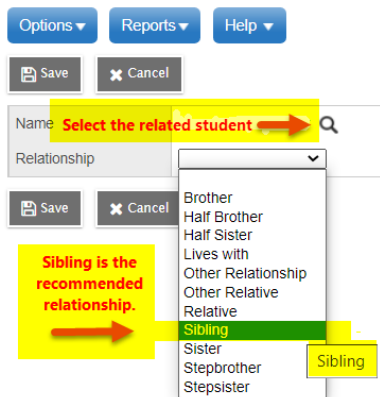
### Method #2 – The Recommendation is to **Use this Method**

This method will display the relationship between students without automatically sharing addresses and contact records.

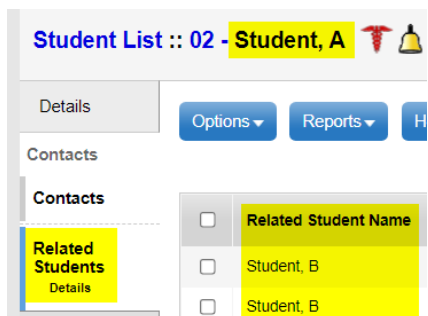
School View > Student top tab > Student A's record > Contacts side tab > Related Students > Options > Add



In the New Related Student screen, select the related student from the Name picklist and click OK in the pop-up. Assign the relationship from the drop-down list (Sibling is the recommended relationship) and click Save.



Go to Student B's record and repeat this process. This will result in the sibling's name showing up twice in the Related Students side tab, indicating that the process is complete. Addresses and contact records will not be shared as a result of this.



**Note:** The Name picklist pop-up contains a list of students in the district with an enrollment status of Active. Students with a Pre-Reg status can have related students added when they become Active.