

# Hillsdale PTO Family Directory



The Hillsdale PTO uses an online directory, available via secure website and mobile app, to provide families with easy access to class lists and family contact information. The online directory is also the tool the PTO uses to send email announcements and our weekly newsletter. The system is easy to navigate, and each family has control over how much information is shared. We use MySchoolAnywhere, the same system used by Peirce, Henderson, and many other local schools:

- ◆ **SECURITY:** The online directory is accessible only to current Hillsdale families, via secure login/password.
- ◆ **CONTROL:** Each family gets to choose what information is shared, and can make updates at any time.
- ◆ **CONVENIENCE:** Directory information is available from your computer or smartphone, with a convenient and free mobile app available. If you prefer paper, you can even print class or grade lists.

## Become a Sponsor!

The online directory is provided free to all Hillsdale families via the generosity of our sponsors. Directory sponsorship is a great marketing opportunity! If you have a business or service to promote and would like information about becoming a Hillsdale Directory Sponsor, please contact Nancy Wood at [hillsdaledirectory@gmail.com](mailto:hillsdaledirectory@gmail.com)

## How do I access the online directory?

STAY TUNED! During the beginning of the school year, we are working hard to pre-load a profile for each family using information from the school database that houses your name, email address, phone number, etc. When all the data is ready, there will be a 2-step process to roll out the directory to families:

**Step 1: Profile confirmation:** Each family will receive an email with a link to confirm their profile and choose settings controlling what information they choose to be shared with other families. Families with two households will also be able to add secondary household information during this step.

**Step 2: Directory go-live:** After the data confirmation period, each parent with a valid email address will receive a personalized log-in and password.

While we're working to pre-load this year's information, you can get a head-start by downloading the free mobile app to your phone! To download, search your device app store for MySchoolAnywhere.

## What if I do not want my information included in the directory?

Even if you do not wish to share your contact information, we encourage all families to maintain a profile in the directory. It's important for your family to be included for two reasons:

1. Emails are the primary way the PTO stays in touch about important announcements and events.
2. Many families use the class lists for birthday party invitations, etc.

Remember, you will have control over what (if any) information is shared. **However, if you still wish to completely opt-out of the directory, please complete the form below and return it to the main office.**

Questions? Please contact Nancy Wood at [hillsdaledirectory@gmail.com](mailto:hillsdaledirectory@gmail.com)

Complete and return this form **ONLY** if you wish to completely opt-out of the PTO directory:

Child Name(s) and Grade(s): \_\_\_\_\_

- I wish for my family to be *completely excluded* from the PTO directory. I understand this means I will not receive email communication from the PTO, and that my child's name will be excluded from class lists.

Parent/Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_