

Instructions for Peirce PTO Directory – We need you to register!

In an effort to simplify the production of the Bishop, Brackett, Hardy, Peirce, Stratton, Ottoson and AHS School Directories, we are using an online registration process. Since the school directories are PTO projects, it is important that this process is separate from the official registration process that parents may be asked to complete. In other words, you may be asked to go online twice to update your family information, once for the school department, and once for the PTO. Any information you entered last year has been retained – you will simply need to update it, and enter your child(ren)'s new classroom assignment(s).

So that we can get the directory formatted and printed quickly, we ask you to please go to this URL as soon as possible in order to create/update your family account: <https://www.arlington.k12.ma.us/ptodirectory>

Hopefully the pages will be self explanatory, but here are some additional instructions: (There are more complete instructions on the web page – there is a new [Help](#) link in the top orange bar.)

1. Many of you may already have an online account. You should first login at the bottom left side of the screen. On the next screen, you can use the fields at the bottom right to check your phone number and see if you are in the system. Please try to avoid creating a new entry if the system thinks you already exist.
2. Please note that the top orange frame is a horizontal menu for you to complete your entry. Your [Family Information](#) should be reviewed and corrected if needed. **Please remember to press the Save button at the bottom of each page (Family, Children, etc.)**
3. [Edit Children](#) is to add or update your child(ren)'s grade and classroom assignment.
4. Check the [Email Lists](#) for all parents. You can subscribe or unsubscribe here. Note that you will possibly get an error message mailed to you about the whole school parent's list – this is normal – it is because we have not automatically cleared this list, so you are re-subscribing to a list that you are already a member of.
5. [View Listing](#) shows the information you have entered, based on which items you have elected to include or exclude – this is how your listing will look in the directory.
6. The [Finish](#) link will email you a copy of your listing and then log you out.

Arlington Public Schools PTO Parent Directory Information [Help](#)

[Login](#) [Family Information](#) [Edit Children](#) [Email Lists Parent 1](#) [Email Lists Parent 2](#) [View Listing](#) [Finish](#)

Directory Information Login

New Families Start Here

If this is the first time you are logging in, please click the link in the left box below, or click [here](#).

Welcome to the Arlington Public Schools Directory Information page. We are trying to simplify the process of publishing accurate and complete school directories, and appreciate your help. This information is not required. You will be given the option to include or exclude whatever information about your family that you would like.

Please note that we are intentionally separating this process from the collection of other official information for the school system.

The process will first create an account for your family. You will then enter information about the parents in your household. You will then enter information about each of your children. If any information changes, you may return here to correct it before the directories are published.

Returning families login below in the right hand box.

If you are returning to this directory page (which is separate from the school contact information you may have already updated), you may login in 3 ways:

- Enter your phone number and password.
- If you entered an answer to a secret question then you will be able to get in with the correct answer. Start with the link below that says Login Help/Password Recovery
- If you do not have an email address, and entered your child's studentid or last 4 of social security #, you can try logging using this link. Click [here](#)

Note that if you have forgotten your password, it can be emailed to you via the link at bottom right. If you created an account last year, please do NOT create a new one this year. If you cannot access this site, please email OttosonWebmaster@arlington.k12.ma.us

First time visitors, please register here.
[Please click this link to create a new account](#)

You must create an account on the left before you can use this section to re-login.

Phone Number:

Password:

[Forgot your password?](#)

[Login help/Password Recovery -- click here to find your account](#)

A note for families with more than one household

The default format is that if the parent address and phone numbers match the family info, they are not shown in the directory to avoid clutter. However, if either parent has a separate address or phone, it will be included. We would prefer that families in this situation create only one family entry in the system. If there are more than two parents involved, you may want to use the **firstname** field to enter two names, e.g. Bob Marshall and Sue which would end up in the directory as Bob Marshall and Sue Green (assuming Green was entered as Sue's **lastname**).

If you have any questions, contact: Joy Spadafora joyspadafora@gmail.com 781-648-6567

Peirce PTO Directory Form

Please create or update your family account online at <https://www.arlington.k12.ma.us/ptodirectory>. However, if you do **not** have Internet access, simply fill out this paper form **neatly & legibly**. Return it to the **PTO Mailbox** in the Peirce school office by the end of September and your info will be entered for you. You do not have to return this form if you register online for yourself!

Use the checkbox to indicate any items you do **NOT** want included in the directory. Thanks!

Family Information

Please check this box if you are willing to share your data online.

Check this box if you are willing to have the directory available in a .pdf.

Primary Address for Children

Family Last Name: _____

Family Phone: _____

Family Address: _____ City: _____ Zip: _____

Parent 1

First Name: _____ Last Name: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Parent 2

First Name: _____ Last Name: _____

Street Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Children

First Name: _____ Last Name: _____

School: _____

Grade/Cluster: _____ Classroom/Homeroom Teacher: _____

First Name: _____ Last Name: _____

School: _____

Grade/Cluster: _____ Classroom/Homeroom Teacher: _____

First Name: _____ Last Name: _____

School: _____

Grade/Cluster: _____ Classroom/Homeroom Teacher: _____