

Register Now for Peirce PTO Directory – Instructions Below

The Peirce school directory is a PTO project and its online registration process is separate from official Arlington Public School registration processes. If you entered information for the directory in previous years, your information is still in the online system and you simply need to update it with **your child(ren)'s school, new grade & teacher, and add any additional children**. ALL Peirce families will receive a 2013-2014 Directory.

Deadline for entering your information online is **October 9, 2013**. Use the form on the reverse of this page **only if you do not** have Internet access. Information received after this date will not be included in this year's directory.

How to Register

Go to <https://www.arlington.k12.ma.us/ptodirectory> and create or update your family account.

Note: Peirce will not be publishing thumbnail prints of parents.

To create a new account:

1. Click the link at the bottom left of the page.
2. Fill in the information and submit your registration.
3. Enter your child(ren)'s information. Press the **Save** or **Update** button at the bottom of each page.
4. Click the **View Listing** link to see how your information will look in the directory.
5. Click the **Finish** link to receive an email message with your information and log out.

Note: If your family has more than one household, please create only one family entry in the system and enter the appropriate addresses for each parent. If there are more than two parents, use the **firstname** field to enter two names: For example, if one household is Joe Blue and the other is Bob Marshall and Sue Green, enter the second household by typing **Bob Marshall and Sue** in the **firstname** field and **Green** in the **lastname** field. The directory will then list that household as Bob Marshall and Sue Green.

To update an existing account:

1. Log in at the bottom right of the screen.
2. Click the **Family Information** link at the top of the page to review and update your information. If you update any information, please press the **Save** or **Update** button at the bottom of each page.
3. Click the **Edit Children** link at the top of the page to add or update your child's School, Grade & Teacher.
4. Click the **Email Lists Parent 1** and **Email Lists Parent 2** links to subscribe to grade- and class-level email lists. (You may receive an error message from the Peirce_news list if you are already subscribed to it; this is normal.)
5. Click the **View Listing** link to see how your information will look in the directory.
6. Click the **Finish** link to receive an email message with your information and log out.

If you have any questions, contact: Joy Spadafora • joyspadafora@gmail.com • 781-648-6567
Susan Goetcheus • susangoet@yahoo.com • 781- 643-0215

Read other side first! ** Read other side first! ** Read other side first!

Peirce PTO Directory Form

If you have Internet access, *do not* fill out this form; please use the instructions on the other side of this page to create or update your family account online.

<https://www.arlington.k12.ma.us/ptodirectory>

<input type="checkbox"/> I created/updated my account online: _____ (Family Last Name)

Use this form **only if you do not** have Internet access. Print legibly and return it to the PTO mailbox in the Peirce school office and your info will be entered for you.

Deadline for entering your information online or returning the form is October 9, 2013. Information received after this date will not be included in this year's directory.

Family Information

Primary Address for Children

Family Last Name: _____

Family Phone: _____

Family Address: _____ City: _____ Zip: _____

Parent 1

First Name: _____ Last Name: _____

Street Address: _____ City: _____ Zip: _____

Cell/Day Phone: _____ Email: _____

Parent 2

First Name: _____ Last Name: _____

Street Address: _____ City: _____ Zip: _____

Cell/Day 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: _____