

## Register Now for the Peirce PTO School Directory: Deadline is October 12th

The Peirce school directory is produced by PTO volunteers and distributed to all Peirce families. For your family to be listed in the directory, you must create or update your family record in the PTO's online system. Your information is used only in the printed directory and not for any other purpose.

(Note: If you entered information in the system in previous years, your information is still there; you just need to update it with your child(ren)'s new classroom assignment(s) and add any additional children.)

To be included in this year's directory, you must submit your information by **10/12/18**.

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### To create a new family record:

1. Go to **<https://www.arlington.k12.ma.us/ptodirectory>**
2. Click the **Sign up or login** link, then click **Please click this link to create a new account**.
3. Fill in the information and click **Submit Registration**.
4. Enter your child(ren)'s information. (We will not include pictures in the Peirce directory.) Press the **Save** button at the bottom of each page.
5. Click the **View Listing** link at the top of the page to see how your information will look in the directory.
6. Click the **Finish** link at the top of the page to log out. You will receive an email message with your information.

Note: If your family has more than one household, please create one family record in the system and enter the appropriate address 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.

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### To update an existing family record:

1. Go to **<https://www.arlington.k12.ma.us/ptodirectory>**
  2. Click the **Sign up or login** link.
  3. Log in at the bottom of the screen.
  4. Click the **Family Information** link at the top of the page to review and update your information. (Note that we will not include pictures in the Peirce directory.) If you update any information, press the **Save** button at the bottom of each page.
  5. Click the **Edit Children** link at the top of the page to add or update your child's grade and teacher. Click the **Add a Child** link at the bottom of the page if you have a child who started school this year.
  6. 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.)
  7. Click the **View Listing** link at the top of the page to see how your info will look in the directory.
  8. Click the **Finish** link at the top of the page to log out. You will receive an email with your info.
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### **Questions?**

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