Larson Middle School

2015-2016 Student Directory Form

Each year the Larson PTO publishes a student directory for ***exclusive use*** by Larson Middle School families. This year we’re pleased to announce that this coming year the entire directory process will be paperless from data collection to making the directory available both on your computer as well as your smart phone.  This will save time, money and reduce errors. We will also offer paper copies of the directory as well.

To determine which students will be listed in the directory and which students will not be listed in the directory, **all families must enter student data and confirm directory information before or during registration.** A volunteer will be available at registration to guide you through the process. Family information only needs to be entered once. Updates can be completed by individuals on your home computer or mobile devices.

**If you would like to complete the process at home before attending registration go to:** <https://www.myschoolanywhere.com/new-family.a5w?fam=LarsonMiddleSchool70448>

Instructions:

1. Type Students last name (press Save & Continue)
2. Type Student First Name and Select Grade, To add additional students press Save Student Information and enter additional Student(s) First Name and Select Grade
3. Click on Household 1 tab. Enter address, zip code, city, state and home phone number.
4. Scroll down page and enter Parent 1 First and Last Name, Phone Number, Phone Description and Email.
5. Click on Parent 2 tab. Repeat Step 4 instructions.
6. If your child lives in more than one household click on Household 2 tab and repeats Steps 3 – 5. Otherwise skip to step 7.
7. Click Details tab. Under Email Settings select parent who will receive emails.
8. Click Display Options tab. Please read options and select your family preferences.



#### DIRECTORY ORDERS

Price of access to **electronic directory only is $5.00**

Included in your online access is the ability to print a paper copy of the directory if you wish.

All orders must be submitted and paid in full during registration. Payment methods are cash or check **(make check payable to Larson PTO)**.

Once your order information has been processed you will receive an email link from Larson Middle School@myschoolanywheremail.com  You will receive this message "Welcome to the our school's online directory. It's a great way to stay in touch with family and students within our school community. Below is the link to both the online and mobile directory. You will also find your temporary password for login. You can change it on the login page." You will also receive the log in link and temporary password to allow you access to the online directory.

**FOR PTO USE ONLY**

Amount received: $  cash  check #\_\_\_\_\_\_\_\_\_\_