



## Polesville Elementary School Introducing AtoZ Directories

The PTA will be using AtoZ Directories, again this year, to help us manage membership and create our directory. For those of you who haven't used it yet below is an overview of the product and the next steps so you will know what to expect.

AtoZ Directories directory-creation software streamlines the directory-creation process by allowing PTAs to upload their family data to a secure, proprietary database from which they can edit, update, and format family data. The software transforms this data into print-ready reports of student listings and class rosters. In addition, their App allows parents to access directory data from their smart phones, tablets, even computers, providing them the ability to call, text, email, and get driving directions directly from the app.

Anyone who has students in school knows that the school directory is indispensable. For most families, the directory sits on their kitchen table or often in their car all year round. The school directory is always the first place parents will look. Here is what has happened behind the scenes:

1. Just as was always done for the Friend Finder, student and family data has been securely provided to the PTA.
2. That data has just as securely been imported into the AtoZ Directory software. Currently only our system administrator has access.

Next up is the part where each of you comes in. In August the following will happen:

1. You will be receiving an email that will explain how to login to the directory and what you need to do to verify your data.
2. If you have not received the email, please go to [www.pespta.com/directory](http://www.pespta.com/directory) and provide us with your email address.
3. Once you are logged in you will opt in or out of the directory.
4. You will then proceed to verify the data of you and your family.
5. Last, but certainly not least you will sign up to be a member of the PTA and you can make a financial donation if you would like.

Everyone will have access to the directory for the introductory period of time (through September 30<sup>th</sup>) while data is being verified. At the end of that period only those who have signed up to be a PTA member will gain access to the directory. You will receive a hard copy directory, but the real advantage is the App you will be able to use.

The App is chock-full of features to make your life easier: get GPS driving directions, filter students by class, email, text, or call parents directly from the app.

We hope you are as excited as we are about this!!!



<http://www.atozdirectories.com/>