

TJHSST PTSA Student Directory Information FAQs

If you want to stay current, form carpools, work together on school projects, etc., then make sure you are in the student directory! Anything to be printed in the directory *must* be entered on the PTSA site. The PTSA data is separate from the school information data file and the student intranet.

New students or new to the directory

All students who have never been in the directory need to begin here:

<http://leadership.tjhsst.edu/ptsa/login.htm>

(click New Students link)

- Parents, be sure to start with STUDENT information. The next screen will ask for parent information.
- You will be assigned a Userid and Password. Keep this information!
- After entering your information and saving it, you are then a "returning student."

Returning students

Enter the system using your userid and password:

<http://leadership.tjhsst.edu/ptsa/login.htm>

(click Returning Students link)

Frequently Asked Questions (FAQ)

1. How is this information used?

The information you provide is used only by TJHSST PTSA. It is never released to outside groups. Most of the contact information is used to create the directory entry for the student in September. You can see roughly what that will look like when you enter contact updates online. The email addresses for parents may or may not be in the directory depending on your selection online. The default is to include them. Email addresses are also used to send occasional PTSA information.

2. What should I do if my userid and password doesn't work or I can't remember them?

Use the "Forgot Usercode or Password" button. Information will be emailed to you. If this doesn't work, e-mail the student's first and last name and the usercode/password, if you remember it, to ptsa.directory@tjhsst.edu.

3. Can't I just send you my updated information or corrections?

The PTSA needs *you* to input and verify your own information. The data will then be entered correctly, and you will be able to change it anytime during the year.

4. Why didn't I receive an e-mail reminder about the directory information? (Returning students only.)

The PTSA may not have your current e-mail address. Please e-mail the student's first and last name to ptsa.directory@tjhsst.edu as soon as possible and we will send you the link and your usercode and password.

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5. Can I add an extension number on my office phone number?

No, the printed directory doesn't have space for extension numbers so they are not accepted on-line.

6. I have two students at TJ. Do I need to enter the information twice?

Yes, you do need to enter the information twice. Each student's directory information is printed from his or her information. If you update the information for only one student, the other will not have the updates printed under his or her name in the directory. This is true for new students, also.

7. My student has two addresses. What should I do?

We have a standard mechanism to include both addresses for the student. Please email ptsa.directory@tjhsst.edu and we'll be happy to walk you through that.

8. Why don't you have the information that I provided the school office?

The PTSA directory information is separate from the school contact information. You need to give the PTSA information to be included in the directory and to be contacted for parent participation. You also need to provide the school office changes in contact information for their use.

9. I missed the directory deadline. Now what?

Information to be published in each year's directory must be entered by the deadline or it will not be printed. Enter your information anyway. We *may* print an addendum later in the year, you'll receive important notices if your email address is current, and the information will be ready for the next year's directory.

10. When and where will the directory be available?

The TJHSST PTSA Student Directory is sold during the Back-to-School Night. The cost is \$10. This is the PTSA's only fund-raiser! Watch the PTSA website for more information, as we get closer to September: <http://leadership.tjhsst.edu/ptsa/>.