

We hope you enjoyed your summer and appreciate your patience while we uploaded family information from Infinite Campus to our PTO website, Membership Toolkit. Below are actionable items we are requesting you review by September 18, 2023.

DIRECTORY INFORMATION AND ACCESS

- **Log in**, confirm your account and family information is correct, and double check your directory publish preferences for this school year.
 - Click Login/Register button in upper right corner and use the same email and password previously created or using your same email address used in Infinite Campus.
 - If you have forgotten your password you can click on "I forgot my password" to reset it.
 - Click 'My Account' and choose 'Family Information' to confirm the parent information is accurate and also your children's information is accurate.
 - Click 'My Account' and choose 'Directory & Publish Preferences' to confirm which information you would like published.
 - *Please note that if you are new to the district since September 5th, 2023, you will need to input your family information into Membership Toolkit manually.*
 - In an effort to be more environmentally conscious as well as expedite the speed at which we can get the directory information into your hands, this year we have moved to a digital-only directory. No paper directory will be printed this year. You can view this on the **website** or by downloading the Membership Toolkit App (link to download on the right side of the website).
 - To view your children's class lists, go to the **Directory** on the website and search using the dropdown for your teacher. In the App navigate to the directory, use the filter option in the upper right corner and select your child's teacher. You must have paid your family membership dues to receive access to the directory
- **Register** for PTO Membership. PTO dues were not part of registration and fees on Infinite Campus. You must register and pay the \$20 family membership directly on our PTO website. In addition to providing you with access to the online Student Directory, membership fees help fund our PTO programs including teacher conference dinners, end of school parties, artist in residence programs, safety events, field trips, and more!

Questions or issues? Please don't hesitate to contact Kaitlin Torres, PTO Membership Toolkit Chair, at kaitlin.d.torres@gmail.com.