

Student: \_\_\_\_\_ Class: \_\_\_\_\_

**Did you know that your student’s information is not included in the TFES Electronic Student Directory?**



If this was intentional, please disregard this notice.

If this was **NOT intentional**, please follow the steps below to be included ASAP!

- Visit [www.FitzwaterPTO.org/directory](http://www.FitzwaterPTO.org/directory), click on link for the Infinite Campus Parent Portal
- Login to Infinite Campus
- On the main screen for your TFES student, click on “More” on the left menu
- Click “Online Registration”, click on “Click Here to go to Existing Student Registration”, then click “Begin Registration”.
- For each section, update your information by clicking on the fields that require an update, add/change your information, and then click “Save/Continue”.
- **IMPORTANT!!!! To be included in the TFES Student Directory**, you must complete the “Agreements/Acknowledgments” section.
  - If you wish to be included, click “Yes - share my directory information for the PTO/PTA”
  - If you only want specific contact information included in the directory, you can indicate any special requests in the available field.
  - Click “Save/Continue”
  - Make sure you do this for **EACH** of your TFES students.

If you have any questions, please contact Abby McGrath, [abigail.mcgrath@gmail.com](mailto:abigail.mcgrath@gmail.com)

**Didn’t Order the Student Directory? Here’s Another Chance!  
ELECTRONIC STUDENT DIRECTORY ORDER FORM**

Return form and payment with your student in an envelope labeled ***“TFES PTO Student Directory”***

Parent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If ordering more than one electronic directory, please include additional email addresses below:

**TFES Electronic Student directory** – \$5 each

The directory is electronic and accessible from your computer or smart phone.

# of copies \_\_\_\_\_ x \$5 = \$ \_\_\_\_\_  
cash or check payable to “TFES PTO”