

# **Bigelow Middle School PTO**

42 Vernon St., Newton, MA 02458



www.bigelowpto.org

## **BIGELOW PTO EMAIL and DIRECTORY REGISTRATION**

March 2016

Dear Parents/Guardians,

**Welcome to the Bigelow Community!** As a Bigelow family you are automatically included in our Parent Teacher Organization (PTO). We look forward to having you as part of our community and hope you will explore the many ways to get involved in middle school.

**IF YOU ARE A FAMILY NEW TO BIGELOW** - To be sure you receive all information, please register for **both** our email list and the Bigelow Directory by going to our website [www.bigelowpto.org](http://www.bigelowpto.org) and selecting the following links on the top menu:

**Join our email list.** Our primary source of communication with families is through email. Throughout the year we send important information related to PTO events and activities using this system. Our notices and newsletters will provide you with important dates, messages from the Principal, EEE activities/club sign up and other information needed to navigate the school year. You can register as many email addresses as you would like.

We recommend you select the following sub groups:

- Incoming 6<sup>th</sup> grade** -- so that you receive anything specific to that group.
- Community Notes** – to get community based information useful to middle school families.

**Register for the Bigelow Directory.** We use this system to create the Student Directory. It is important to register so that your student's contact information is included. The Student Directory is a useful resource and contains the contact information for each student as well as teacher email addresses and school phone numbers.

**IF YOU ARE AN EXISTING BIGELOW FAMILY** – Please do the following:

**Update your email profile** by clicking on **Update My Profile** at the bottom of any PTO email and checking the box for **Incoming 6<sup>th</sup> grade**, so that you receive messages for incoming 6<sup>th</sup> graders.

**Update your directory entry** by going to [www.myschoolanywhere.com](http://www.myschoolanywhere.com), logging into your on-line directory account and adding the information for your incoming 6<sup>th</sup> grader.

NOTE: We will automatically update the grade information for your current Bigelow students over the summer so there is no need to adjust that information.

**Please note that the PTO email list and the Bigelow directory are separate from the school's email system and you need to sign up as outlined above to get this information.**

Thank you in advance for registering with the PTO. If you have questions on either system or the Bigelow PTO in general, please email us at [bigelowbulldog@gmail.com](mailto:bigelowbulldog@gmail.com).

Thanks and welcome!

Anush Sahakian and Marcia Heron, PTO Co-Presidents