

STUDENT DIRECTORY INFORMATION

Here is how to be listed in the student/parent directory!

student and parent/guardian contact information is now available on the school's "Plus Portals" website!

If you have not received your account login information for Plus Portals, please contact the school.

In order for your information to be displayed in the directory, you must log in and give permission, then select which information you would like others to see.

1. Go to <http://www.walthampublicschools.org/> and click on "PlusPortals Sign In" in the upper right corner OR go directly to <https://www.plusportals.com/WalthamPublicSchools>

2. **Enter your user name (email address) and password.**

The Welcome page will be displayed. If you have children at more than one school in Waltham, all of those schools will be displayed.

3. **Click on the box for "Plympton Elementary School".**

4. When your student's page is displayed, **click on your name in the upper right side.** It will display a drop-down menu with several options: **click "Directory Listing".**

5. In order to have any of your information displayed, you must **click on the "Display selected information:" box.** Then you must **click "Accept"** on the privacy notice.

6. Then you may choose which information you want to share:

Fields

- | | |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Street |
| <input type="checkbox"/> | City |
| <input type="checkbox"/> | State |
| <input type="checkbox"/> | Zip |
| <input checked="" type="checkbox"/> | Primary E-Mail |
| <input type="checkbox"/> | Alternate E-Mail |
| <input checked="" type="checkbox"/> | Home Phone |
| <input type="checkbox"/> | Office Phone |
| <input type="checkbox"/> | Mobile |

7. After selecting the fields you want to share, **click on "Save Directory Settings".** When the information is saved, you will be returned to the student home page.

STUDENT DIRECTORY INFORMATION

USING THE DIRECTORY

1. Go to <http://www.walthampublicschools.org/> and click on "**PlusPortals Sign In**" in the upper right corner OR go directly to <https://www.plusportals.com/WalthamPublicSchools>

2. **Enter your user name (email address) and password.**

The Welcome page will be displayed. If you have children at more than one school in Waltham, all of those schools will be displayed.

3. **Click on the box for "Plympton Elementary School".**

4. When your student's page is displayed, **click on the "Directory" link** on the blue menu bar at the top of the page, and **then click on "Parent Directory"**. You will see all of the parents or guardians who have given permission for their information to be shared. Important: you will not be able to see the names of the students unless you click the "Students" link under the name of the parent/guardian.

5. There is a search bar provided. You can search for the parent/guardian name, the student's name, the student's class (enter their room number), or the student's grade (choose the grade from the drop-down menu). You can also limit the display by the first letter of the parent/guardian last name. Remember, only those who have enabled access to their information will be displayed.

Please note that you cannot search by teacher name in the Parent Directory to bring up a classroom list (use the room number), and you cannot see a list of students assigned to a teacher under their listing in the Staff Directory.

6. There is a button to print the directory or the search results, but the information will not include the student(s) name(s).

Important Notes:

All school information is separated, so you must give access to your directory information for each school where you have a student. Your directory listing for each school will also only list the student(s) you have in that school, and will not list your student(s) who attend another school. For example, if you have a child in high school and a child in middle school, the "Students" button on your directory information for the middle school will not list the high school student.

If you do not have a student in a particular school, you will not have access to the Directory for that school.