

Readington Home School Association, Inc.

P.O. Box 700, Whitehouse Station, New Jersey 08889

One of the great aspects of having an online directory is to be able to reach out to classmates for homework help, to set up playdates for students, and to work together as families to create a great class environment. In this time when we are in and out of in person instruction, it becomes even more important to keep in touch with other students to create a sense of class and school community. The directory for your class can also be used to set up study pods in case you have interest in participating with your student. The H.S.A. is here to support our school community and an accurate Student Directory is one way to accomplish that goal while still giving parents the ability to control the use of their information. This information is never to be used for solicitation of any kind.

It is important to place your children into their classrooms using the Student Directory part of the Readington H.S.A.'s PTBoard website (You will need to manually update their classroom each year). This is the primary way that families in the class can share contact information with each other. If you do not assign your children to their classrooms then their information will not be listed. Of course, if families do not want to share their contact information, they can opt out at any time by going into the Student Directory, My Student tab and unchecking the "Show in Directory" box.

Thank you so much for helping to make our PTBoard site as useful to all of our families as it can be. Detailed instructions follow below. If you have any questions, please contact readingtonschoolshsa@gmail.com.

How to Add Your Children to their PTBoard classrooms:

1. Log in to your account on the [Readington H.S.A. PTBoard](#) site. If you don't have an account, you will be able to create one and can join as a Guest.

To join Readington H.S.A., please

[Fill out membership form](#)
By paying the membership fee, you will become a member of Readington H.S.A.

or, if you have school code, provide below and click "Join":

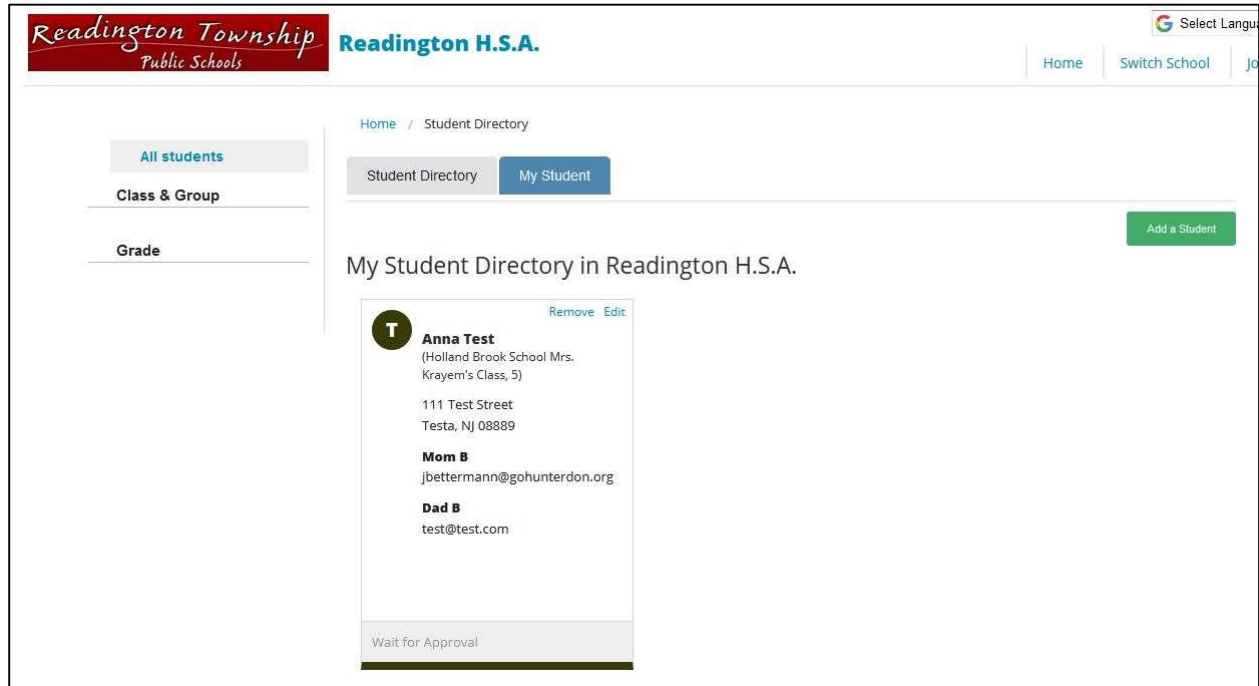
Would like to continue as a guest?

To continue as a guest, send a short note to admin:

Your admin will receive your note and review. Once approved, you will become a school member.

[Skip this](#)

2. Navigate to the Student Directory on the left hand side or on a mobile device select the three bars on the top left to get a menu from which to select.
3. Select "My Student" tab.



4. If your child or children are listed, then place them into their classrooms. NOTE: RMS you will place them into their grade, i.e. Readington Middle School 8th Grade.
5. If your child or children are not listed, select the green "Add a Student" button to add them. If you want to include them in the Student and Classroom Directory, then you must check the "Show in Directory" box.

The screenshot shows a modal window titled "Update Student Directory" with a close button in the top right corner. The form is divided into sections for "Student" and "Parent1". Under the "Student" section, there are input fields for the student's name (containing "Anna"), middle initial (containing "MI"), and last name (containing "Test"). Below these are dropdown menus for "Grade" (set to "5") and "Classroom" (set to "Holland Brook School Mrs. Krayem's Class"). A "Show in Directory" checkbox is checked. A note below the checkbox states: "To show the information in school student directory, please make sure you check the above 'Show in Directory' checkbox. If you un-check it, the information you provide here will NOT send to school admin for approval." The "Parent1" section is partially visible at the bottom.