



IMPORTANT TPESF WEBSITE INFORMATION!

Please read, review, and sign the attached form.
Return to your teacher or to the office

Dear TPES Parent/Guardian,

As a TPES parent/guardian you're automatically a member of our Foundation website. This means that there are sections of the website that are reserved for TPES parents only. **YOU WILL NEED TO LOGIN TO ACCESS THESE PROTECTED SECTIONS OF OUR WEBSITE.** Currently, these sections include teacher and room parent pages, our online school directory, and key school information.

HOW TO LOGIN

1. Go to www.tpesfoundation.org
2. Go to the Login Box in the left-hand menu bar
3. Next to "E-mail" - type in your e-mail address - this will be the one you submitted to the school and Foundation.
3. Next to "Password" - type in the first name of your child that is enrolled this fall, all lowercase. If you already have a child at TPES your password will be the same as last year's and is, in most cases, the name of your eldest child currently enrolled.
4. Accept the terms of membership.
5. You're now a member!

FAQs

Q. Do you have a school calendar?

A. Yes we do! Our calendar is located online at www.tpesfoundation.org/events. This calendar shows events and dates by month but you can also view it by week or year. You can also click on the link for each event to get more information. This calendar is constantly being updated. **Please check it often to have the most up-to-date information.** You do not need to log in to view the calendar. There's a blue button on the main page on the right-hand side labeled "CALENDAR". This will take you directly to our calendar. Also, it can be viewed anytime with your smart phone.

Q. How do I print a calendar?

A. To print go to www.tpesfoundation.org/events and select the by month, year, or week view then click on the print icon in the top right-hand corner.

Q. Do you have a school directory?

A. Yes we do! You will need to log in to access our directory. Go to www.tpesfoundation.org/schooldirectory. As a member of this directory you may at anytime edit your profile, decide what you would like to make visible to other TPES families, and search for a TPES student or parent.

Q. Can I download or print a copy of the school directory?

A. No, this is not available. This is to protect our parents' personal information.

Q. What do I do if I want to contact all the parents in my child's class?

A. Simply login and access the directory. Then type in the teacher's title (Mr., Ms., Miss, Mrs.) along with their last name in the search bar. The entire class list will appear. You can then select the e-mails individually. If you are having any problems with this you can contact your Room Parent for assistance.

Q. Where can I find information about school supplies, bell times, lunches, homework, etc.?

A. Go to www.tpesfoundation.org/keyschoolinformation. You will need to log in to access key school information. There you will find a list of helpful links to key school information. Please check often as things can change.



Q. How do I find out about what's happening at TPES?

A. There are a number of ways we communicate with our parents.

- **Foundation Website** - Our school foundation website is continuously being updated. You'll find all the latest information including important notices, announcements, and upcoming events. Please visit often!
- **e-TWIG** - This is our weekly e-newsletter. It is e-mailed to parents once a week. *The e-TWIG* consolidates the need-to-know information for the coming week in a concise format. All our past e-TWIGS can be found on our website. **Please read this important weekly e-newsletter to stay informed.**
- **Branching Out** - This is our quarterly e-news that covers important topics such as school budget and program updates. Watch for this e-mail as it will contain important messages from the principal and Foundation president.
- **Electronic Marquee** - Check the electronic message board in front of the school for announcements.
- **School Office E-mails** - The office will periodically e-mail families with important information. These are definitely must-read e-mails.
- **Teacher Web Pages and E-mails**- Every teacher has a web page detailing what students are working on in class. Many will post homework assignments as well. Please check these weekly for updates. Teachers will also e-mail their classes regularly with important class-related information.
- **Room Parent Webpage and E-mails** - Each class has a room parent. They will e-mail you periodically with information about class-related events and news. They will also post information on their webpage for you.

Q. What if I can't login and/or if I'm not receiving *The e-TWIG*?

A. Please e-mail our team at tpeswebmaster@gmail.com.



**TPES FOUNDATION
WEBSITE, E-MAIL, and SCHOOL DIRECTORY PERMISSION FORM**

CONTACT INFORMATION – PLEASE PRINT CLEARLY

1 st Child's Name	Birthday <i>(for Birthday Book Club)</i>	Teacher	Grade
2 nd Child's Name	Birthday	Teacher	Grade
3 rd Child's Name	Birthday	Teacher	Grade
4 th Child's Name	Birthday	Teacher	Grade

Parent/Guardian Name	2nd Parent/Guardian Name <input type="checkbox"/> Please check if separate directory listing
Home Address	2nd Home Address (if different from 1 st home address)
Home Phone	2nd Home Phone (if different from 1 st home address)
Cell Phone	2nd Cell Phone

E-MAIL ADDRESSES – PLEASE PRINT CLEARLY

Our school communicates primarily through e-mail. This is the most effective way to communicate with you. Please CLEARLY PRINT ONLY the e-mail addresses that should receive communications from the school and the Foundation. THANK YOU FOR SHARING YOUR E-MAIL ADDRESS WITH US!

Parent/Guardian e-Mail Address - 1	2nd Parent/Guardian e-Mail Address - 1
Parent/Guardian e-Mail Address - 2	2nd Parent/Guardian e-Mail Address - 2

PERMISSION – PLEASE COMPLETE AND SIGN

FOR THE WEBSITE

I give the Foundation permission to post on the school's website: my child's first name and first initial without his/her picture, my child's picture without his/her name, and my child's art and school work. I understand that the content of the school's website is related to school activities only.

FOR THE ONLINE SCHOOL DIRECTORY

The online school directory is password protected and available to TPES families only. We recommend that you verify your information. If you have any questions please contact tpeswebmaster@gmail.com.

FOR CHORAL CONCERTS

I grant permission for my child to be photographed/videotaped during the Winter and Spring Concerts. The videotape will be sold to TPES parents, not the general public, for fundraising purposes. My signature below will override any photo/video release preferences I have listed on my SDUSD Registration Form.

I have read the above and agree.

Parent's/Guardian's Signature

Date

