September 2019

Dear Elmhurst Academy Parents and Families,

Elmhurst Academy uses the directory, ***DirectorySpot,*** for our online school/family directory. Parents are able to access the directory on the Web by visiting: [**www.directoryspot.net**](http://www.directoryspot.net), or right from a smartphone via the DirectorySpot app.

The app contains parent names, home phone number, home address, parent email addresses, parent cellular phone numbers and student names. The app is very secure and only parents and staff of Elmhurst Academy will be granted access. Each user will logon with their authorized email address and will set their password. If you would like more information on the security features, please follow this link at: **https://www.directoryspot.net/security.php**

If you are new to Elmhurst Academy or haven’t signed up for DirectorySpot yet, please complete the attached information and return it to the school mailbox. This information can also be found on the main page of our website at: www.elmhurstacademy.com.

Once all of the data is loaded, you will get an email with instructions on how to download ***DirectorySpot*** and set your password. \*\*You are not required to sign up with DirectorySpot each year. Your information will stay in the system as long as your child is enrolled at Elmhurst Academy.\*\*

You have full access to your own data and can update your information at any time throughout the year.

Here are some screenshots from the app (data is fictional):

The app uses iPhone and Android technology, so you can call, text, or email other parents or teachers with one click, right from the app. We hope you will enjoy Elmhurst Academy’s new Parent/School Directory “On the Go.”



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*Elmhurst Academy*

***DirectorySpot***

*2019-20 School/Family Directory*

*\_\_\_\_\_ Yes! Please include my family information in the 2019-20 Elmhurst Academy DirectorySpot.*

*Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Classroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Father*

*Parent Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Father*

*Parent Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Father*

*Parent name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Father*

*Parent Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Father*

*Parent Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Father*

*Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please complete additional forms for each child enrolled at the academy.*

*\_\_\_\_ I wish to opt-out of the 2019-20 Elmhurst Academy DirectorySpot.*

*Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_*

*Please submit form to the EA mailbox.*

***Elmhurst Academy, 212 West Lake Street, Elmhurst, Illinois 60126***