



# Printed Directory 2023-2024 Board Recommendation

---

MARCH 16, 2023

## Decision to be Made

---

Should the PTSA print the  
Student Directory next school year?

# What is the Printed Directory?

---

- Traditionally, the TJHSST PTSA has provided a service to TJ families by producing a printed **Student Directory**, that automatically includes all registered students in grades 9-12 unless their parent/guardian opts them out. The PTSA also offers an online and searchable version of this directory that includes all of the same information as the Printed Directory, but in a different format.
- Partial directory data is provided to the PTSA from the school per the [\*FCPS Annual Notice – Survey, Records, Curriculum, Privacy, and Related Rights and Opt-Out Forms\*](#). Physical addresses and phone numbers are provided directly from parents to the PTSA, if they choose to provide it.
- The Directory is a Student Directory, not a PTSA Member Directory. The Directory includes student names, parent/guardian names, and contact information (including email addresses and home addresses) for those who have not opted out.
- The PTSA works with [\*A to Z Connect\*](#) to maintain the database for both the online and printed directory.
- In the fall of every year, prior to printing the directory, parents/guardian who have not opted out are asked several times to login to verify data, update their contact information, and review/update their opt-out preferences.
- The directory is printed once a year.

## Decision to be Made

---

The TJ PTSA Board considered the following pros and cons of the *printed* directory when considering its recommendation to members.

# Pros of Printed Directory Production

---

1. Historical precedent; PTSA has offered printed directory for many years
2. Some members of the community greatly appreciate having a printed version of directory
3. Software subscription cost for basic AtoZ software (membership, store, online directory functionality) is waived (\$300) when we contract AtoZ to print the directory
4. Accessible for people who may not be Internet savvy

# Cons of Printed Directory Production

---

1. Privacy concerns – Although parents are given multiple opportunities to opt out of their contact info being included, there can still be confusion that results in printing private info that families do not want to be printed.
2. Once a printed directory is produced, if someone changes their mind regarding the inclusion, we cannot do anything.
3. Significant level of effort to create and distribute.
4. Cost for printed directories (e.g., this year's cost was about \$1,200 with printed directory member benefit)
5. Significant number of printed directories left over or not picked up each year; this is very wasteful, and presence of private student information complicates disposal. The minimum to order is 300 (for the cost of \$3 per copy).
6. Not environmentally friendly.

# Board Recommendation to Members

---

The TJ PTSA Board recommends NOT *printing* the Student Directory in the 2023-2024 school year and more heavily promoting the availability and functionality of the **Online Student Directory.**