



## Report Samples – Booklet Size (5 ½” X 8 ½”)

The following samples are provided to give you an idea of the options available for your directory. Print these and share them with your parent association.

A typical directory will consist of a combination of several of these reports. For example, combining the faculty report, class roster, board members and the multi column or single column alphabetical listing will create a complete directory.

**Important Note on Booklet Printing** - Many schools print a booklet directory because of their handy size and cost to print. Our reports are formatted to support standard booklet scale printing in Adobe Acrobat. To get a true view of how these will print, make sure you have Adobe Acrobat version 8.0 or higher. When printing, select the booklet option under "page scaling". This will reorient the pages and print as a booklet.

1. Alphabetical listing for the school – Shown in both multi and single column formats, this report will display all families for the school in alphabetical order. The multi column format is a compact printing option great for schools with a large number of families
2. Class Roster with phone option – shows all children in each class by teacher assignment
3. Room Parent / Teacher Report – shows the multi column format option (also available in a single column) selected by class.
4. Faculty Report – displays all faculty members
5. Board Members – shows both board and committee members and their contact information
6. Phone listing only – A great report to distribute when you only need to give people phone numbers. This can also be printed in the booklet format and makes a great “car directory”!

We are always looking for ways to improve our product, including new report formats. Our customers are part of our user community and have input into new features and functions. If you would like a different format than what you see below, feel free to ask and it just might be in the next release.

# Hill Valley Elementary School

Alphabetical listing by school in a multi column format

## Aaron

**Suzie**                    **3** *Wilbur*

**Jimmy**                    **K**

Suzie Xzavier & Donald Aaron  
199 Country Club Drive  
Burbank,CA 90360  
**(805) 555-1212 home**  
**818-555-9999 mom cell**  
**818-555-1313 dad cell**  
hmom@gmail.com  
hdad@aol.com

## Alvarez

**Suzie**                    **K**

**Emily**                    **1** *Johnson*

Sandy & Don  
1987 Allegheny Ct.  
Westlake Village,CA 91361  
**805-555-1234**  
email@email.com  
myemail.com

## Anderson

**Johnathan**            **4** *Morning*

**Juanita Anne**        **K**

Cindy & John  
185 Wendy Drive  
Los Angeles,CA 90009  
**213-555-5678 home**  
**410-555-6543 mom cell**  
anderson@myspace.com  
email1h1@yahoo.

## Arce

**Justin**                    **K**

Andrew & Ellen  
125 Stormcloud Ct.  
Westlake Village,CA 91361  
**555-1212**  
**818-555-1212 dad cell**  
andrewarce@myspace.com

## Binnders

**George**                    **K**

**Danny**                    **5** *Yang*

Bob Smith  
5674 Treeline Drive  
Cheviot Hills,CA 90000  
**512-555-0934**  
nanbys18@mycompanypage.com  
John Binnderson

## Cinder

**Cindy**                    **4** *Morning*

Tina  
199 Country Club Drive  
Burbank,CA 91110  
**800-555-1212**

## Clinton

**Amy**                      **1** *Johnson*

Bill & Hillary  
**323-555-8999**  
**213-555-1234 dad**

## Colmbs

**Deena**                    **5** *Yang*

**Hannity**                **1** *Johnson*

Harry Colmbs & Harriette  
Anderson  
1234 La Cienega Blvd.  
Los Angeles,CA 91361  
**805-555-0987**  
harrycolmbs@myspaceemail.com

## Daniels

**Johnny**                    **K**

145 Easy Street  
Westlake Village,CA 91361  
**805-888-9999**  
**854-6666**  
email  
email2

## Mohawk Elementary PTA

### Alvarez

**Emily**                      **2**                      *Miller*

**Suzie**                        **1**                        *Johnson*

Sandy & Don    **805-555-1234**  
 1987 Allegheny Ct.                                      **818-555-6666 cell**  
 Suite 4555    email@email.com  
 Westlake Village,CA 91361                              myemail.com

### Anderson

**Johnathan**                **5**                        *Jones*

**Juanita Anne**            **1**                        *Johnson*

Cindy & John    **213-555-5678 home**  
 185 Wendy Drive                                        **410-555-6543 mom cell**  
 Los Angeles,CA 90009                                anderson@myspace.com  
    email1h1@yahoo.

### Arce

**Johnny**                      **4**                        *Morning*

**Justin**                        **1**                        *Johnson*

Andrew & Ellen    **555-1212**  
 125 Stormcloud Ct.                                      **818-555-1212 dad cell**  
 Westlake Village,CA 91361                              andrewarce@myspace.com

### Binnders

**George**                      **1**                        *Johnson*

Bob Smith    **512-555-0934**  
 5674 Treeline Drive                                      nanbys18@mycompany.com  
 Cheviot Hills,CA 90000  
 John Binnderson

### Cinder

**Cindy**                        **5**                        *Jones*

Tina    **800-555-1212**  
 199 Country Club Drive  
 Burbank,CA 91110

### Clinton

**Amy**                            **2**                        *Miller*

Bill & Hillary    **323-555-8999**  
    **213-555-1234 dad**

### Colmbs

**Hannity**                      **2**                        *Miller*

Harry Colmbs & Harriette                              **805-555-0987**  
 Anderson    harrycolmbs@myspaceemail.com  
 1234 La Cienega Blvd.  
 Los Angeles,CA 91361



# **Mohawk Elementary PTA**

Room Parent / Teacher report  
by class

**Teacher:** Johnson, Junie B.

**Grade:** 1

**Room:** 49

**Phone:** 567

**Room Parent:** Sally Smith

## **Alvarez**

### **Suzie**

Sandy & Don  
1987 Allegheny Ct.  
Suite 4555  
Westlake Village, CA 91361

**805-555-1234**  
**818-555-6666 cell**  
email@email.com  
myemail.com

## **Anderson**

### **Juanita Anne**

Cindy & John  
185 Wendy Drive  
Los Angeles, CA 90009

**213-555-5678 home**  
**410-555-6543 mom cell**  
anderson@myspace.com  
email1h1@yahoo.

## **Arce**

### **Justin**

Andrew & Ellen  
125 Stormcloud Ct.  
Westlake Village, CA 91361

**555-1212**  
**818-555-1212 dad cell**  
andrewarce@myspace.com

## **Binnders**

### **George**

Bob Smith  
5674 Treeline Drive  
Cheviot Hills, CA 90000  
John Binnderson

**512-555-0934**  
nanbys18@mycompanypage.com

## **Daniels**

### **Johnny**

145 Easy Street  
Westlake Village, CA 91361

**805-888-9999**  
**854-6666**  
email  
email2

## **Davis**

### **Samual**

Danny Davis & Sylvia Johnson  
2345 Elmsford Place  
Century City, CA 90064

**(323) 555-7411**  
**323-555-9634**  
Nobody@yahoo.com  
Somebody@yahoo.com

Rupert & Sheri  
321 Oldcastle Rd  
Century City, CA 90064

## Teachers at Oken Elementary School

Name

Phone / Email

### Grade: K

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Johnson, Junie - PM

Room: 1PM

Schwegmann, Susan

schwegmann@k12.us.gov

### Grade: 1

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Smithe, Nancy

x985

Room: 198

smitherson@yahoo.com

Swanson, Andrew

x345

Room: 56

swansona@k12.us.gov

### Grade: 2

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Miller, Julie

x789

Room: 45

juliemiller@k12.ca.gov

Scott, Janet

1900

Room: 6

scott\_janet@school.com

Wilbur / Smith,

x234

Room: 55

wilbur@cvuds.ca.k12.gov

### Grade: 3

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Barber, Frank

x678

Room: 58

frankbarber@k12.us.gov

Boxer, Barbara

x890

Room: 9

bboxer@springfield.k12.gov

Jones, Samantha

888-555-1212

Room: 55-A

samjones@aol.com

### Grade: 4

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Brown, Mrs.

555-12122

Room: 19

mbrown@cvusd.org

Morning, Mrs.

897

Room: 15

mmorning@k12.us.gov

Ryan, Imelda

234

Room: 12

imeldaryan@school.com

### Grade: 5

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Barber, Rudy

x345

Room: 458

rudybarber@ourschool.k12.gov

Ito, Suzie

888-555-1212

Room: 569-a

suzieito@cvusd.ca.gov

Jones, Thomas

x982

Room: 45

jthomas@k12.us.gov

## Teachers at Oken Elementary School

**Name**

**Phone / Email**

### Grade: 5

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Silverstien, Mary

x98

Room: 256

msilverstien@k12.us.gov

Yang, Laurie

x789

Room: 67

laurieyang.5th@schools.com

## **Board and Committee Members for Oken Elementary School**

### **Executive Board**

#### **Co-President**

Sandy Smith 555-1212 home  
tracie@mydirectorymaker.com

Robert Smith home 805-555-1212 imtoken@yahoo.com

#### **1 Vice President**

Pebbles Flintstone 805-555-1212

#### **2 Vice President**

Fanny Ferguson 213-555-3456

#### **Recording Secretary**

Sandi Anderson-Smitherson home 805-555-1212 imtoken@yahoo.com

#### **Treasurer**

Daniel Howard 999-5555 home pam@myspace.com

Pam Howard 999-5555 home pam@myspace.com

#### **Historian**

Harry Colmbs 805-555-0987  
harrycolmbs@myspaceemail.com

Bob Smith 512-555-0934  
nanbys18@mycompanypage.com

#### **Parliamentarian**

Starsky Hutch 805-555-1212  
starsky&hutch@roadrunner.com

Susan Irma 818-555-0987

#### **Sr. VP.**

Gregg Eighthson 815-555-0987

Farkel Ferguson 213-555-3456

### **Committee Chairs**

#### **book sale chair**

Fanny Ferguson 213-555-3456

George Goldberg 805-555-3456 ggoldberg@myway.com

#### **Traffic Control Chair**

Jonny Jones 805-555-1212 johnnyjones@pta.org

# Mohawk Elementary PTA

Phone Listing

## Alvarez

**Emily** 2 *Miller*  
**Suzie** 1 *Johnson*  
Sandy & Don  
805-555-1234  
818-555-6666 cell

## Anderson

**Johnathan** 5 *Jones*  
**Juanita Anne** 1 *Johnson*  
Cindy & John  
213-555-5678 home  
410-555-6543 mom cell

## Arce

**Johnny** 4 *Morning*  
**Justin** 1 *Johnson*  
Andrew & Ellen  
555-1212  
818-555-1212 dad cell

## Binnders

**George** 1 *Johnson*  
Bob Smith  
512-555-0934  
John Binnderson

## Cinder

**Cindy** 5 *Jones*  
Tina  
800-555-1212

## Clinton

**Amy** 2 *Miller*  
Bill & Hillary  
323-555-8999  
213-555-1234 dad

## Colmbs

**Hannity** 2 *Miller*  
Harry Colmbs & Harriette  
Anderson  
805-555-0987

## Daniels

**Johnny** 1 *Johnson*  
Cindy & Brian  
805-888-9999  
854-6666

## Davis

**Samual** 1 *Johnson*  
Danny Davis & Sylvia Johnson  
(323) 555-7411  
323-555-9634  
Rupert & Sheri

## Duffy

**JR** 1 *Johnson*  
Donald & Jane  
805-555-3498

## Edem

**Suzie** 5 *Jones*  
Julie & Neil  
815-555-0987  
818-555-3456

## Eighthson

**Bob** 2 *Miller*  
**Eddie** 3 *Jones*  
Gregg & Sandra  
815-555-0987

## Ferguson

**Fred** 4 *Morning*  
**Francis** 3 *Jones*  
Fanny & Farkel  
213-555-3456

## Flinstone

**Kidrock** 2 *Miller*  
**Kidsock** 5 *Jones*  
Pebbles & BamBam  
805-555-1212  
818-999-8976

## Flintstone

**Pebbles** 5 *Jones*  
Fred & Wilma

## Gold

**Betsy** 5 *Jones*  
**Bitsy** 2 *Miller*  
Ellen & Samantha  
815-555-9874  
818-555-9874

## Goldberg

**Ben** 2 *Miller*  
George & Arlene  
805-555-3456