



Report Samples – Standard Binder Size (8 ½” X 11”)

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.

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. Great for room parents and teachers that only want a listing of their 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”!
7. Database Statistics – this report summarizes the information in your system.
8. Data Confirmation Letter – this is a sample of the letter sent to families at the beginning of the school year and makes it easy to confirm a families information for the 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 displayed, feel free to ask and it just might be in the next release.

Alphabetical listing by school in a multi - column format.

Hill Valley Elementary School

Aaron

Suzie 3 *Wilbur*
Jimmy K *Smithe*
Suzie Xzavier & Donald Aaron
199 Country Club Drive
Burbank, CA 90360
(805) 555-1212
818-555-9999 mom cell
818-555-1313 dad cell
hmom@gmail.com
hdad@aol.com

Alvarez

Suzie K *Smithe*
Emily Ruthanne 1 *Johnson*
Sandy & Don
1987 Allegheny Ct.
Suite 4555
Westlake Village, CA 91361
805-555-1234
818-555-6666 cell
email@email.com
myemail.com

Anderson

Johnathan 4 *Morning*
Juanita Anne K *Smithe*
Cindy & John
185 Wendy Drive
Los Angeles, CA 90009
213-555-5678 home
410-555-6543 mom cell
anderson@myspace.com
email1h1@yahoo.

Arce

Johnny 3 *Barber*
Justin K *Smithe*
Andrew & Ellen
125 Stormcloud Ct.
Westlake Village, CA 91361
555-1212
818-555-1212 dad cell
andrewarce@myspace.com

Binnders

George K *Smithe*
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@mymyspaceemail.com

Daniels

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

Davis

Samual K *Smitherson*
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

Duffy

JR K *Smitherson*
Donald & Jane
8909-098 Appian Way
Westlake Village, CA 91361
805-555-3498

Edem

Suzie 4 *Morning*
Julie & Neil
9874 Hannover Street
Los Angeles, CA 90005
815-555-0987
818-555-3456

Eighthson

Bob 1 *Johnson*
Eddie 2 *Wilbur*
Gregg & Sandra
999 La Cienega Blvd #134
Los Angeles, CA 90005
815-555-0987

Ferguson

Francis 2 *Wilbur*
Fred 3 *Wilbur*
Fanny & Farkel
98765 Driver Way
Westlake Village, CA 91361
213-555-3456

Flinstone

Kidrock 1 *Johnson*
Kidsock 4 *Morning*
Pebbles & BamBam
12345 Rocky Road Way
Westlake Village, CA 91361
805-555-1212
818-999-8976

Flintstone

Pebbles 4 *Morning*
Fred & Wilma
456 Flintrock Road
Bedrock, CA 90003
Fred@slatequary.com
Wilma@bedrockpta.com

Gold

Betsy 4 *Morning*
Bitsy 1 *Johnson*
Ellen & Samantha
234 Rim of the World Way
Los Angeles, CA 90005
815-555-9874
818-555-9874

Goldberg

Ben 1 *Johnson*
George & Arlene
1456 Bishopson Way
Westlake Village, CA 91361
805-555-3456
ggoldberg@myway.com
agoldberg@myway.com

Goldstein

Cindy 1 *Johnson*
John 3 *Wilbur*
Junie 3 *Wilbur*
Minnie & Rosemary
Street Name
Los Angeles, CA 90005
815-555-0000

Hill Valley Elementary School

Alphabetical listing by school in a single column format.

Aaron

Suzie 3 *Wilbur*
Jimmy K *Smithe*

Suzie Xzavier & Donald Aaron
199 Country Club Drive
Burbank, CA 90360

(805) 555-1212
818-555-9999 mom cell
818-555-1313 dad cell
hmom@gmail.com
hdad@aol.com

Alvarez

Suzie K *Smithe*
Emily Ruthanne 1 *Johnson*

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

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

Anderson

Johnathan 4 *Morning*
Juanita Anne K *Smithe*

Cindy & John
185 Wendy Drive
Los Angeles, CA 90009

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

Arce

Johnny 3 *Jones*
Justin K *Smithe*

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

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

Binnders

George K *Smithe*
Danny 5 *Yang*

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

512-555-0934
nanbys18@mycompanypage.com

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

Class Roster for Hill Valley Elementary School

Smithe, June **Grade: K**

Phone: (888) 555-1212 **Room:** 1A

email: junesmithe@gmail.com

Room Parent: Mrs. Newton

Aaron, Jimmy	(805) 555-1212
Adam, David	895-3456
Alvarez, Suzie	805-555-1234
Anderson, Juanita Anne	213-555-5678
Arce, Justin	555-1212
Binnders, George	512-555-0934
Davis, Samuel	(323) 555-7411
Duffy, JR	805-555-3498
Howard, Kelsey	999-5555 home
Ito, Ignatious	999-555-1212
Ito, Samantha	805-555-8888
Jeargens, Susan	815-555-9874
Johns, Janey	555-1313
Kanner, Laura	456-3333
Newman, Samantha	(805) 555-1212
Newton, Bob	
Olander, Johnny	805-555-1345 h
Zanadoo, Zoro	888-999-5555 home

Johnson, Junie B. **Grade: 1**

Phone: 567 **Room:** 49

email: jjones@schoolk12.com

Room Parent: Sally Smith

Alvarez, Emily Ruthanne	805-555-1234
Clinton, Amy	323-555-8999
Colmbs, Hannity	805-555-0987
Eighthson, Bob	815-555-0987
Flinstone, Kidrock	805-555-1212
Gold, Bitsy	815-555-9874
Goldberg, Ben	805-555-3456
Goldstein, Cindy	815-555-0000
Hutch, Julie	805-555-1212
Irma, Ronald	818-555-0987
Juarez, Michael	805-555-0987
Kaplan, Jake	805-555-3456

Johnson, Junie B. **Grade: 1**

Phone: 567 **Room:** 49

email: jjones@schoolk12.com

Room Parent: Sally Smith

Kizer, Kimberly	
Sander, Thomas	213-555-0987
Smythe, Sindy	815-555-0987

Wilbur, 2/3 split **Grade: 2**

Phone: **Room:** 55

email: wilbur@cvuds.ca.k12.gov

Room Parent: Mrs. Aaron

Aaron, Suzie	(805) 555-1212
Eighthson, Eddie	815-555-0987
Ferguson, Francis	213-555-3456
Ferguson, Fred	213-555-3456
Goldstein, John	815-555-0000
Jetson, Judy	
Johnston, Jack	(805) 555-1212
Silverstien, Sandy	805-555-1345

Jones, Samantha **Grade: 3**

Phone: 888-555-1212 **Room:** 55-A

email: samjones@aol.com

Room Parent: Ms. Zanadoo

Goldstein, Junie	815-555-0000
Jefferson, Susan	815-777-0987
McCain, Fred	323-555-8028 (Dad)
Montana, Joe	213-555-1569
Newman, Suzie	(805) 555-1212
Samual, Doug Jr.	805-555-5558
Smith, Dylan	(805) 555-1236
Smythe, Sandy	815-555-0987
Taylor, Jordan	(805) 555-7208
Thomas, Robert	(805) 555-1234
Tran, Dianne	(805) 999-0987
Truman, Jason	(805) 555-0987
Washington, Wallace	815-000-0000
Zanadoo, Zander	888-999-5555 home

Hill Valley Elementary School

Teacher: Johnson, Junie B.

Grade: 1

Room: 49

Phone: 567

Room Parent: Sally Smith

Alvarez

Emily Ruthanne

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

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

Clinton

Amy

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

Colmbs

Hannity

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

Eighthson

Bob

Gregg & Sandra
999 La Cienega Blvd #134
Los Angeles,CA 90005
815-555-0987

Flinstone

Kidrock

Pebbles & BamBam
12345 Rocky Road Way
Westlake Village,CA 91361
805-555-1212
818-999-8976

Gold

Bitsy

Ellen & Samantha
234 Rim of the World Way
Los Angeles,CA 90005
815-555-9874
818-555-9874

Goldberg

Ben

George & Arlene
1456 Bishopson Way
Westlake Village,CA 91361
805-555-3456
ggoldberg@myway.com
agoldberg@myway.com

Goldstein

Cindy

Minnie & Rosemary
Street Name
Los Angeles,CA 90005
815-555-0000

Hutch

Julie

Starsky & Suzie
199 Mario Andretti Drive
Agoura,CA 91361
805-555-1212
818-555-1212
starsky&hutch@roadrunner.com
suziehutch@roadrunner.com

Irma

Ronald

Susan & David
19870 Oak Place Drive
Oak Park,CA 91361
818-555-0987
805-555-3498

Juarez

Michael

Maria & George
18945 Hidden Hills Drive
Westlake Village,CA 91361
805-555-0987
mjuarez@yahoo.com

Kaplan

Jake

Susan & David
1111 Sandlot Way
Westlake Village,CA 91361
805-555-3456
818-555-0123

Kizer

Kimberly

Jane & Joe

Sander

Thomas

Judy & Michael
3830 Penny Lane
Westlake Village,CA 91361
213-555-0987
213-555-6893
judysander@microsoft.com

Smythe

Sindy

Samual & Suzie
12389 Smythe Avenue
Los Angeles,CA 90005
815-555-0987
smythe@aol.com
suziesmythe@yahoo.com

Board and Committee Members for Hill Valley Elementary School

Position	Name	Phone / Email
Co-President	Donald Aaron	(805) 555-1212 hdad@aol.com
Co-President	Bob Smith	512-555-0934 nanbys18@mycompanypage.com
1 Vice President	Don Alvarez	805-555-1234 818-555-6666 cell myemail.com
2 Vice President	Hillary Clinton	323-555-8999
Directory	Tracie Oken	(805) 555-1212 email@yahoo.com
3 Vice President	Bill Clinton	323-555-8999
4 Vice President	Harry Colmbs	805-555-0987 harrycolmbs@myspaceemail.com
Recording Secretary	Danny Davis	(323) 555-7411 Nobody@yahoo.com
Treasurer	Suzie Xzavier	(805) 555-1212 hmom@gmail.com
Historian	Tina Cinder	800-555-1212
Parliamentarian	Gregg Eighthson	815-555-0987
Membership	Fred Flintstone	Fred@slatequary.com
Committee Positions		
book sale	Suzie Applby	881-555-0567 suziesmith@internet.org
Jog-a-thon	Andrew Arce	555-1212 andrewarce@myspace.com
Jog-a-thon	Amy Smith	
O'hana Night	Julie Edem	815-555-0987 julie@aol.com
Public Relations	Pebbles Flinstone	805-555-1212
Room Parent	Cindy Anderson	213-555-5678 home anderson@myspace.com
Room Parent	Ellen Gold	815-555-9874
Room Parent	Tim Harrison	815-555-6547 timharrison@gmail.com

Teachers at Oken Elementary School

Name	Phone / Email	
Grade: K		
Johnson, Junie - PM		Room: 1PM
Schwegmann, Susan	schwegmann@k12.us.gov	
Grade: 1		
Smithe, Nancy	x985 smitherson@yahoo.com	Room: 198
Swanson, Andrew	x345 swansona@k12.us.gov	Room: 56
Grade: 2		
Miller, Julie	x789 juliemiller@k12.ca.gov	Room: 45
Scott, Janet	1900 scott_janet@school.com	Room: 6
Wilbur / Smith,	x234 wilbur@cvuds.ca.k12.gov	Room: 55
Grade: 3		
Barber, Frank	x678 frankbarber@k12.us.gov	Room: 58
Boxer, Barbara	x890 bboxer@springfield.k12.gov	Room: 9
Jones, Samantha	888-555-1212 samjones@aol.com	Room: 55-A
Grade: 4		
Brown, Mrs.	555-12122 mbrown@cvusd.org	Room: 19
Morning, Mrs.	897 mmorning@k12.us.gov	Room: 15
Ryan, Imelda	234 imeldaryan@school.com	Room: 12
Grade: 5		
Barber, Rudy	x345 rudybarber@ourschool.k12.gov	Room: 458
Ito, Suzie	888-555-1212 suzieito@cvusd.ca.gov	Room: 569-a

Hill Valley Elementary School

Aaron

Suzie 3 *Wilbur*
Jimmy K *Smithe*
 Suzie Xzavier & Donald Aaron
 (805) 555-1212
 818-555-9999 mom cell
 818-555-1313 dad cell

Alvarez

Suzie K *Smithe*
Emily Ruthanne 1 *Johnson*
 Sandy & Don
 805-555-1234
 818-555-6666 cell

Anderson

Johnathan 4 *Morning*
Juanita Anne K *Smithe*
 Cindy & John
 213-555-5678 home
 410-555-6543 mom cell

Arce

Johnny 3 *Jones*
Justin K *Smithe*
 Andrew & Ellen
 555-1212
 818-555-1212 dad cell

Binnders

George K *Smithe*
Danny 5 *Yang*
 Bob Smith
 512-555-0934
 John Binnderson

Cinder

Cindy 4 *Morning*
 Tina
 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
 805-555-0987

Daniels

Johnny K *Smithe*
 805-888-9999
 854-6666

Davis

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

Duffy

JR K *Smitherson*
 Donald & Jane
 805-555-3498

Edem

Suzie 4 *Morning*
 Julie & Neil
 815-555-0987
 818-555-3456

Eighthson

Bob 1 *Johnson*
Eddie 2 *Wilbur*
 Gregg & Sandra
 815-555-0987

Ferguson

Francis 2 *Wilbur*
Fred 3 *Wilbur*
 Fanny & Farkel
 213-555-3456

Flinstone

Kidrock 1 *Johnson*
Kidsock 4 *Morning*
 Pebbles & BamBam
 805-555-1212
 818-999-8976

Flintstone

Pebbles 4 *Morning*
 Fred & Wilma

Gold

Betsy 4 *Morning*
Bitsy 1 *Johnson*
 Ellen & Samantha
 815-555-9874
 818-555-9874

Goldberg

Ben 1 *Johnson*
 George & Arlene
 805-555-3456

Goldstein

Cindy 1 *Johnson*
John 3 *Wilbur*
Junie 3 *Wilbur*
 Minnie & Rosemary
 815-555-0000

Harrison

Laurie 4 *Morning*
 Tim & Sandy
 815-555-6547
 818-555-2365

Heart

Brian 4 *Morning*
 Mario & Sherie
 815-555-1236
 815-555-6541

Hearten

Hippy 5 *Barber*
 Mother & Father
 805-555-1212

Hernandez

George 4 *Morning*
 John & Maryanne
 815-555-0987

Howard

Kelsey K *Smitherson*
 Daniel & Pam
 999-5555 home
 818-555-1234 cell

Hutch

Julie 1 *Johnson*
 Starsky & Suzie
 805-555-1212
 818-555-1212

Irma

Ronald 1 *Johnson*
 Susan & David
 818-555-0987
 805-555-3498

Isreasl

Dan 4 *Morning*
 Jay & June
 815-555-5896 home
 815-555-9658 cell

Ito

Samantha K *Smitherson*
 Matt & Laura
 805-555-8888
 818-555-6666

Ito

Ignatious K *Smitherson*
 Izzy & George
 999-555-1212
 495-0000 mom cell
 555-1212 dad cell

Database Statistics for Hill Valley Elementary School

Date: 8/23/2008

Number of Students	88
Number of Families	71
Number of Members	20
\$ value of donations	\$6,325
Number of Teachers	18
Number of Directories	71
Families with at least one e-mail	48
Families with no e-mail	23

Database Statistics report gives you a snap picture of your database

Student Breakdown by Grade

Grade	# of Students
K	19
1	16
2	5
3	18
4	19
5	11
Total Number of Students	88

From: Oken Elementary School

Family Directory Data Confirmation Letter for School Year 2009 - 2010

Date Sent: Monday, May 18, 2009

Return Due Date: Friday, June 12, 2009

Dear Oken Elementary Family:

It's time to put together the 2009 - 2010 Family Directory. As you know, it's a great resource for being able to set up play dates, carpools and keep in contact with other WLE families.

In order to make the process simple for everyone, we will publish the information that was printed in last year's directory, unless we get a written update from you.

Listed below is the information we currently have for your family. If it is correct and you want it to be published just as it is, you do not have to do anything. Note however that if your email is not displayed, please make a special effort to include it. You can opt to exclude it from printing, however, it is very important for school communication.

IF YOU HAVE ANY REVISIONS YOU WISH TO MAKE, PLEASE RETURN TO THE SCHOOL OFFICE NO LATER THAN JUNE 12th.

Thank you for your prompt cooperation. Oken Elementary PTO

Family Name: Aaron

Children attending the school (Name / Grade):

Jimmy K; Suzie 3; Johnny 4; Jimmy 5

Household Information

Make changes and/or additions in the space below:

Check those items you DON'T want printed in the directory.

Address(s)

Suzie Xzavier & Donald Aaron
199 Country Club Drive
Burbank, CA 90360

Phone #(s)

(805) 555-1212 home
818-555-1212 mom's cell
555-1212 dad's cell

Emails

hmom@gmail.com
hdad@aol.com

Parent Signature

Date

NO - I do not wish to have ANY information printed in the directory.