

## ***Washington School HSA Directory***

**Stay connected with our digital directory!** Washington School maintains a digital directory through an app for your smartphone. The app is easily accessible from an iPhone, Android, or web browser and will contain up-to-date contact information for our Washington School families, including parent/guardian names, phone numbers, home address, parent/guardian emails and a complete list of student names, grade levels and teachers. You can call, text, or email other parents or teachers with one click, right from the app. We take the privacy and security of our students and families seriously which is why only current parents and staff of Washington school will be granted access through the use of an authorized email and password. To learn more about the security features, please visit/click on this link: <https://www.directoryspot.net/security.php>.

If you choose “opt out” of the app and NOT have your family information included, please send an email to [WashingtonSchoolHSADirectory@gmail.com](mailto:WashingtonSchoolHSADirectory@gmail.com). Please note that the data and users in the app can be updated at any time throughout the year and you are welcome to opt out or back in at any time.

Once we have all of the data loaded, you will get an email from “no-reply@directoryspot.net” with a subject line of “Washington School - DirectorySpot Account”. The email will provide instructions on how to download DirectorySpot and set your password. Access is usually gained at the end of September.

The email address you provided to the district listed as “mother” will be the one receiving the email from “no-reply@directoryspot.net” and will also be the username/password combination to login to the app. All users can manage their own personal information and can edit who the email address is associated with as well as add additional emails. If an additional email address/login is needed to access the application, please add the email address to your personal information then email “WashingtonSchoolHSADirectory@gmail.com” requesting access to the application for the new email address.

The contact information that will appear in the directory is what was provided to us by the Caldwell/West Caldwell Board of Education. You can make changes to your personal information via the web page but not the smartphone application. Any changes you make will only be reflected in the directory. If there is information on file with the office that you would like permanently changed, you should contact the Washington School Office. If you have any questions related to updating your information in the directory or using the application

please contact Lauren or Jeff Kohlberg via email at  
[WashingtonSchoolHSADirectory@gmail.com](mailto:WashingtonSchoolHSADirectory@gmail.com).