

Welcome to the 2019-2020 PHSSA School Year from the PTA Family Involvement Committee!

Please remember all families must complete AND record 10 hours of involvement between June 13, 2019 and December 6, 2019 in order to secure enrollment for the 2020-2021 school year. Family Involvement hours must be recorded by the family in Track It Forward. Unrecorded hours will not be counted. Families are responsible for managing and tracking hours in the Track it Forward system. All hours must be entered within 30 days of the involvement or they will be rejected. (page 12 of 2019-2020 parent handbook).

Important Note:

- Signing into the school as a volunteer or guest does not track your family involvement hours.
- All Students should have only ONE Track It Forward Account
- Please direct any questions or concerns regarding your family involvement hours and/or Track it Forward account to (PTA Parent Involvement Committee Chair) at Phssaptavolunteer@gmail.com

Step 1: NEW FAMILIES

- Send the PTA Family Involvement committee coordinator an email to: Phssaptavolunteer@gmail.com
- Subject Line: Add new family
- In the body of your email, include the following:
 - Student(s) name(s) (LAST NAME, FIRST NAME) (Ex. Smith, John)
 - (Be sure your students name is listed Last Name, First Name!)
 - Teacher(s) & Grade (s)
 - Parent/Guardian name(s)
- Once this information has been received, you will receive an email invite titled 'Start tracking family involvement hours for Patrick Henry School for the Science and Arts'
- Click on the link in the email to change your password and approve your profile in order to track your family involvement hours.

Step 1: ALL EXISTING FAMILIES

- If you forgot your password:
 - Go to www.trackitforward.com
 - Click on "sign in"
 - Click on "find it here!"
 - Enter username (your email address)
- Update existing student(s) name(s), Teacher(s) & Grade (s) for 2019-2020
- To add and/or edit children in your family:
 - Go to www.trackitforward.com
 - Click on "edit profile"
 - Update Teacher & Grade:
 - Include each teacher & grade per child (ex. Davis - 1st & Sutton -3rd)
 - Update phone number
- Add new student(s) name(s), Teacher(s) & Grade (s) for 2019-2020
- Delete student(s) name(s) who are no longer enrolled at PHSSA.

Step 2: ALL FAMILIES

- **Get the Track It Forward APP!**
 - Open the App store on your mobile device.
 - Search for “Track It Forward” or “Volunteer Time Tracking”
 - Download the App
 - Enter your Username and Password to login (from the email from Phssaptavolunteer@gmail.com)

Involvement Opportunities

Be sure to check the PHSSA website <http://www.patrickhenrycharter.org/> , PTA Bulletin Board and PHSSA Facebook Page for opportunities to be involved.

PHSSA PTA Meeting Schedule 2019-2020

6pm - 7pm

August 13	February 11
September 10	March 10
November 12	April 21
December 10	May 12
January 7	

PHSSA Friday Morning Meeting Schedule 2019-2020

8:30am -9:30am

August 9, 17, 23	February 7, 14, 21, 28
September 6, 13, 20, 27	March 6, 13, 20
October 4	April 17, 24
November 1, 8, 15, 22	May 15
December 6, 13	
January 10, 17, 31	