



2021 - 2022 Ottawa Hills Student Directory

Questions? Please email Carrie Connelly (carrieconnelly@gmail.com)

DIRECTORY DEADLINES

UPDATE CONTACT INFORMATION - Friday, September 3, 2021

ORDER – Friday, September 17, 2021

All Directory information and **orders** will be processed **online** for new and returning students.

To appear in the **printed** and online Directory, you must register (New Members) or login (Existing Members) online and provide all the Directory information.

Please note that the Directory information is NOT collected from PowerSchool/InfoSnap, you **must** enter it at OHSPA.org

How do I get **published** in the printed and online Directory?

1. Visit OHSPA.org
2. Under "My Account", click [My Forms/Paperwork](#).
3. Click [Family Information](#).
4. Review "Parent Information" and make any updates as needed. Click *Next Step*.
5. Review "Student Information" and click *Save*.

To UPDATE 2021-22 directory publishing preferences:

1. Under "My Account", click [My Forms/Paperwork](#).
2. Click [Directory & Publish Preferences](#).
3. Indicate which information you would like included in the directory and click *Save*.

To PURCHASE your 2021-22 directory:

1. Under "My Account", click [My Forms/Paperwork](#).
2. Click *Directory Order Form 2021-22*.
3. Select the number of printed and/or additional directories you would like to order.
4. Click *Add to Cart*.
5. You will be returned to the Online Account Management & Store screen.
6. Click *Proceed to Checkout*.
7. Review your order and click *Pay Now*.
8. Choose your payment method and follow the appropriate steps.
9. Confirm your order details and click *Place Order*.
10. Your payment receipt will be displayed as well as a copy emailed to you.

Approximate delivery date for all Directory orders is October 22, 2021.
Printed Directories will be sent home with the oldest student listed online.