

## Parent Checklist from the CMSE PTO

Visit the CMSE PTO Webstore at <http://cmsepto.revtrak.net>:

- Purchase student planner and school ID online by July 31<sup>st</sup>.**
- Purchase school supplies online by July 27<sup>th</sup> or buy your own.** Check the school supply list for supplies not included in kits. If you buy your own supplies, please reference the school supply list which can be found at [www.cmsepto.com](http://www.cmsepto.com). Please see the "School Supplies" section on the bar to the left for the list pertaining to each grade.
- Purchase PE or Athletics uniforms online by July 31<sup>st</sup> if your student is taking PE or Athletics next year.** Uniform orders placed after July 31<sup>st</sup> will be filled mid-September.
- Become a member of the CMSE PTO for just \$10/family.** Purchase membership online OR at Schedule Pick Up with check payable to "CMSE PTO". After Sept 10<sup>th</sup>, price increases to \$15/family. With membership, you will receive a FREE East student directory to be distributed in the fall. Directories will ONLY be distributed to PTO members.
- Purchase birthday marquee message for your child, contribute to Write-A-Check fundraiser, purchase East spirit wear and buy tickets to Bronco Bash.** To check your order history, go to <http://cmsepto.revtrak.net> and click on "my account" on left side of the page. Log in to your webstore account and click "Order History." Look for any orders placed after May 29, 2017 to see purchases for 2017-2018 school year. Questions? Contact PTO Webstore Officer Carrie Clark at [gregcarrie@tx.rr.com](mailto:gregcarrie@tx.rr.com).

### Ensure your information is current in PTO Connect

- Sign up to get emails from CMSE PTO (if you are new to the district) at <http://cisd.ptoconnect.com/signup/CMSE>. This is Principal Springer's primary method of communication to parents.** Very little information is sent home via hard copy from the school or the PTO. Be an active partner in your student's education, and register your email address via our PTO Connect website.
- If you're already signed up with PTO Connect (if you attended CISD last year you likely are), verify your information is still accurate.** You can do this by logging in [here](#). If you still have questions about whether you are registered in PTO Connect, contact PTO Technology Officer Anu Mudigonda at [anumallik@gmail.com](mailto:anumallik@gmail.com).
- Set your spam filter to accept email from [cmse@ptoconnect.com](mailto:cmse@ptoconnect.com) so you receive important emails from CMSE PTO.**

### Other to do's:

- Sign up to volunteer at East.** In August, the PTO "Bronco Beat" newsletter will be sent to all signed up to receive CMSE PTO emails (see above). It will request your volunteer preferences. Before you volunteer, you will need to complete a CISD volunteer background check (this must be done every year). Instructions for this background check can be found at <http://www.coppellisid.com/Page/22>.
- Verify contact info and indicate permission to include it in the East student directory.** In August, the PTO "Bronco Beat" newsletter will be sent to all signed up to receive CMSE PTO emails (see above). If you do not respond prior to Schedule Pick Up, we will obtain this decision from you at Schedule Pick Up. Our student directory will not be complete if your student is not listed.

- Indicate permission for PTO to publish your student's name and/or photograph in publications**, such as the PTO newsletter and local newspapers. In August, the PTO "Bronco Beat" newsletter will be sent to all signed up to receive CMSE PTO emails (see above). This is a separate permission from the CISD disclosure information on the CISD Parent Portal. Unless PTO has your permission, your child's participation in sports, fine arts events, or academic accomplishments will NOT be publicized. If you do not respond prior to Schedule Pick Up, we will obtain this decision from you at Schedule Pick Up. Questions? Contact PTO Publicity officer Niti Shah [niti.shah1130@yahoo.com](mailto:niti.shah1130@yahoo.com).

\*\*\* FYI - Registering with CMSE PTO is NOT the same as updating your information in the CISD Parent Portal. PTO Connect and the CISD Parent Portal are **two completely different systems**. CMSE PTO is considered a separate entity from the school, and as such, CISD is not allowed to share any student information from the CISD Portal with CMSE PTO. CMSE PTO must obtain and house student information separately in PTO Connect. Thank you for your cooperation!