

## Instructions to Update PT Board to the correct school year

Occasionally PT Board does not automatically sync to the correct school year and therefore new items may not be visible. In order to correct this issue please follow the below steps. If further assistance is needed please reach out to [lighthouseptg@gmail.com](mailto:lighthouseptg@gmail.com)

To ensure you are on the correct school year, begin by selecting the "Switch School" prompt on the top right of your screen (image 1 below).



In the next screen, ensure you are viewing the "My Schools" section and click on Lighthouse Elementary (image 2 below). Do NOT select Lighthouse under the "My Archived Schools" section at the bottom of the screen.



Finally, if all else fails, go to your profile (image 3) and confirm both of your children are listed on the website and assigned to a teacher. I hope this corrects your issue!

