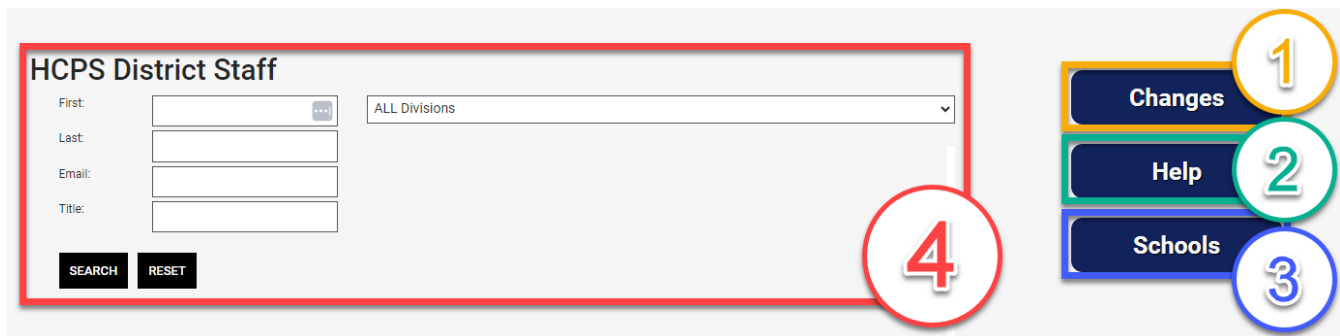## Welcome!

The Instructions below pertain to the use of the Hillsborough County Public Schools Directory and District Staff Search.

You can find the Directory Search page here:
https://hillsborough.esvbeta.com/Default.aspx

Options on the Page:

While on this page you will see Change, Help, Schools and Search Options.

1) Change Options:

Clicking this button will direct you to a fillable form where you can request changes or updates to the Information found In the Directory.

2) Help Information:

This button brings up helpful documentation for how to use this Directory Search for Hillsborough County Public Schools.

3) Schools Directory:

Clicking on this button will take you to the Schools Directory Search where you can find each Hillsborough County Public School listed.

4) Search Options:

1. **Search Fields:** Utilize the Search Fields here to fill in as much information as you can to narrow down your search. If you don't know the Information, you can leave any of these fields blank.
2. **Division Search:** By leaving this as "All Divisions" you can keep a wider search range. If you know the Division the staff member is associated with, you can select that Division to narrow your search to that Division.
3. **Search / Reset:** Click the "Search" button to start the search using the Information you've completed. Click the "Reset" button to reset and start your search over.

Note: If you leave all fields blank and the Division as "ALL Divisions" It will bring up a full list of all staff listed within the Directory. As this list is extensive, please be patient while the page loads. Schools will not appear in this list.

After clicking the **"Search" button**, you will see a list of results. The number of staff found matching your provided criteria will be displayed above the results.

Each **matching result** will display the name, title, division, and contact information.

Click on the **name** to bring up a printable **details page** with information.

Corinne Smith
FDLRS- Parent & Family Services
Office: 813-360-1412

Staff Name:

The first and last name of the staff member will appear on the left-most column. Clicking on the staff member's name will bring up a details page with more information.

Corinne Smith
FDLRS- Parent & Family Services
Office: 813-360-1412

Title & Office Number:

The staff member's title and contact number display directly under their name.

corinne.smith@hcps.net
McLane MS Campus
Mail Route 6

Email Address:

To the right of the name, the email address will display. This email link will open your default email platform to start a new email. If you do not have that set up or enabled, you can copy the email address from here into the platform of your choice.

corinne.smith@hcps.net
McLane MS Campus
Mail Route 6

Work Location & Mail Route:

Region information and Mail route number appear below the email address.

Student Support & Federal Programs
Exceptional Student Education

Division & Department:

The Division and Department(s) associated with this staff member appear in the far right column together.