

Upper Dauphin Area School District

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Subject: UDASD Parent Portal in the Student Information System

Dear Parents and Guardians:

For those of you who have used the Parent Portal in the Student Information System to access information, UDASD has a new Student Information System, Sapphire, and a new Parent Portal which will allow access to your child's academic folder, private folder, activities, attendance, student schedule, student report cards, homework assignments, and unofficial transcript via the Internet.

The first time you log into the Parent Portal, you will need to create an account for yourself.

1. Go to,
<https://upperdauphin-sapphire.k12system.com/CommunityWebPortal>

The screen reads "**COMMUNITY WEB PORTAL.**"

2. On the right hand side there is a "Getting Started" menu.
Point to "Community Portal Application and Acceptable Use Form" and click.
3. The Sapphire Parent Portal will prompt you for the district keyword; the keyword for the Upper Dauphin Area School District is **udatrojans**
4. Read through the Sapphire Community Web Portal Agreement, select **Parent Account** from the drop down menu, select **Yes** to agree and click **Continue**
5. Complete the application and **Continue**

If you have questions regarding the use of the Parent Portal, please contact me by calling 717-362-6547 or via email at batemanm@udasd.org.

We assure you that your privacy and your child's privacy is very important to us. Access to information is restricted by a secure logon and password. Furthermore, the information that is posted to this site is merely a copy of the real information, insuring that no one can alter actual permanent records through this application.

The district hopes you will find the Parent Portal a helpful feature for following your children's progress in school. As always, thank you for your interest in your children's education.

Sincerely,

A handwritten signature in black ink that reads 'Mary K. Bateman'.

Mary K. Bateman
Business Manager