



UPPER DAUPHIN AREA SCHOOL DISTRICT

5668 State Route 209, Lykens, PA 17048
(717) 362-8134 (Voice) | (717) 362-3050 (FAX)



Jared W. Shade
Acting Superintendent

Mary K. Bateman
Director, Business and
Operations Services

Brent E. Bell
Director, Athletics and
Administrative Services

Lauren Stoner
District Registrar

IMPORTANT INFORMATION ABOUT NEW REQUIREMENTS FOR 2020-21

August 10, 2020

Dear Parents/Guardians:

As part of ongoing efforts to modernize communications with parents and to reduce the need to exchange paper documents as part of the COVID-19 pandemic response, all district forms will be made available through the Community Web Portal. Links for the Community Web Portal are on the UDASD's homepage (www.udasd.org). All forms for parents/guardians and students will be required to be completed using a Community Web Portal account. Due to the fact that all students will obtain a device this year from the UDASD, the District Administration Team believes that it is the right time to convert to online exchange of information with parents. The UDASD converted to online registration several years ago, and has now converted to online student/parent forms and extracurricular forms for the 2020-21 school year.

When a parent/guardian logs into the Community Web Portal, they will see a list of forms that must be completed for their child. Only one parent needs to complete the forms for the child. However, if you have multiple children, you must select each child and complete the forms for each child separately. A video has been added to the website to show how to find and complete the forms.

Please note that **BOTH** the student and parent must log into the Community Web Portal under their own account to complete the forms. Teachers will walk through requesting a student web portal account and completing the forms with students during the first several days of school.

In addition to the forms related to the beginning of the new school year, all forms required for extracurricular activities with the exception of the physical form have also been added to the Community Web Portal. Instead of sending forms to coaches or dropping them off at the athletic office, they will need to be completed within the Community Web Portal. Once you click on "Student Data Forms" under the menu, you will see a list of OnDemand Forms. If your child is participating in any extracurricular activity this year, please complete the Extracurricular HIPAA Release, Extracurricular Participation, and Consent to Mandatory Testing Forms and ask your child to complete the forms in his or her account as well.

How do I obtain a Community Web Portal Account and can I use my existing account?

Parents and students that already have a Community Web Portal account may use their existing accounts. Please note that the Online Registration Account is not the same as the Community Web Portal Account. You must have a separate account for the Community Web Portal to complete the forms. Parents and students who do not have an account can obtain an account by clicking on the Parent/Student Sapphire Portal under the PARENT ACCESS section of the UDASD homepage (udasd.org). After you get to the Welcome Page of the Community Web Portal, click on "Create a Web Portal Account" link and complete the form. The KEYWORD is *udatrojans*. After you complete the application, it will be submitted to the UDASD for approval. You will receive an email once the application is approved. Once the confirmation email is received, you can log in to the Community Web Portal and complete the required forms.



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Why is the UDASD making a shift to online student and parent forms at this time?

- There are many advantages to parents to having access to the Community Web Portal including:
 - Monitoring student grades regardless of whether the student is completing learning in-person or through the remote education program.
 - Making sure that the UDASD has the latest contact information.
 - Accessing report cards online.
 - Monitoring student attendance.
 - Being able to complete all forms online.
- There will be no lost paper forms and all results and forms will be automatically stored in the Sapphire Student Information System.
- The initiative is in line with other strategies implemented within the past several years related to doing business in a virtual environment.
- The UDASD wishes to collect email addresses for parent communication and the Community Web Portal allows this to occur.
- Because of the COVID-19 pandemic, the UDASD wishes to reduce the amount of paper documents exchanged with school personnel.
- Some students will be selecting a remote education option and will not be in school to hand in the forms.
- All students will have access to devices and parents can use those devices to access the Community Web Portal when the student is at home.

What should I do with checks/cash for the iPad insurance program or extracurricular participation fees?

Any checks/cash for these programs should be sent to school with your child in an envelope and include your child's name, the purpose of the check, and your child's grade. Checks can also be mailed to UDASD, 5668 State Route 209, Lykens, PA 17048. Please include information about what the check is related to.

Who should I contact if I am having issues obtaining a Community Web Portal Account?

Please contact Lauren Stoner, District Registrar at (717) 362-6556 or via email at stonerl@udasd.org.

Thank you for your cooperation as we convert to an online environment for student and parent forms. We believe that this is a great opportunity to move our district forward and provide convenience for parents and students.

Sincerely,

Jared W. Shade, Acting Superintendent