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Sapphire Community Web Portal Accounts

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](#). All forms for parents/guardians and students will be required to be completed using a Community Web Portal account.

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**.

Please note that **BOTH** the student and parent must log into the Community Web Portal under their own account to complete the forms.

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 (www.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. After the application is approved, you will receive a confirmation email. Once your 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
 - 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.
- 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**.