Upper Dauphin Area School District

Jared W. Shade
Superintendent
717-362-8134
shadej@udasd.org

Amie Savidge
Business Manager
717-362-6547
savidgea@udasd.org

Brent E. Bell
Director, Operations
717-362-6694
bellb@udasd.org

Heather Haupt
Director, Special
Education and Student
Services
717-362-6573
haupth@udasd.org

Jessica Megonnell
Elementary School Principal
717-362-4511
megonnellj@udasd.org

Alexis Gundrum
Middle School Principal
717-362-8177
gundruma@udasd.org

Abbey Walshaw-Wertz
High School Principal
717-362-6465
walshawwertza@udasd.org

Sapphire Community Portal Accounts

What is a Sapphire Community Portal Account?

The Sapphire Community Portal (SCP) Account is an account that both parents and students can use to see grades, update student information, view course schedules, complete school forms, submit absence and early dismissal excuses, and more.

How do I obtain a Sapphire Community Portal (SCP) Account?

Please note that the **Online Registration Account is not the same as the Sapphire Community Portal Account**. These are two different accounts.

Parents can obtain an account by clicking on the Parent/Student Sapphire Portal link under the **Parent Access** section of the UDASD homepage (www.udasd.org). After you get to the Welcome Page of the Sapphire Community Portal, click on "Create a 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 SCP.

How do I fill out the required forms on the Sapphire Community Portal (SCP)?

As part of ongoing efforts to modernize communications with parents all district forms will be made available through the SCP. All forms for parents/guardians and students will be required to be completed using a SCP account.

When a parent/guardian logs into the SCP, 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 Sapphire Community Portal under their own account to complete the forms.

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How do I submit an absence or early dismissal excuse?

Submit Absence Excuse form and **Submit Early Dismissal Excuse** form are both available under OnDemand Forms on your SCP account. You can access OnDemand Forms by clicking on Student Data Forms under your Student's Backpack on the left menu. If your student is absent from school, choose **Submit Absence Excuse** and complete within three days of your student being absence from school. If your student needs to leave school early, choose **Submit Early Dismissal Excuse** and complete that prior to your student's early dismissal date.

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:

Upper Dauphin Area School District
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 with the Sapphire Community Portal (SCP)?

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

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