



**Penn Manor School District  
Health Services  
PO Box 1001, Millersville, PA 17551-0301**

Dear Parents:

As a Pennsylvania state requirement, schools are required to obtain height and weight measurements on every student every year and to send out information regarding your child's Body Mass Index (BMI) each year. This information is used to increase parental awareness of your child's growth pattern and risk for being under or overweight.

Beginning this year, BMI screening results will be posted to the Parent Portal in Sapphire. If you currently do not have an account on the Parent Portal, directions on how to create an account are on the reverse side of this notice.

If you would prefer or require a paper copy of your child's BMI letter, please contact the Certified School Nurse in the building by phone or email. The Certified School Nurse will then mail home a copy addressed to the parent.

Thank you in advance as we make this transition. Should you have any questions or concerns, please contact the school nurse.

Sincerely,

Theresa Kreider, Ed.D.  
Director of Student Support Services



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#### **Parent Accounts**

Parents and guardians are encouraged to create a private login separate from their child's account. Do so by visiting: <https://sapphire.pennmanor.net/CommunityWebPortal/> and clicking on the *Community Portal Application* link under the Getting Started section of the site.

*Step One* of the account creation process is the entry of a keyword. The keyword is: **comets**

*Step Two:* Parents will be required to accept the site policy and then complete the online account application.

*Step Three:* Parents must fill out the form electronically, then **print and mail the original signed form** to the following address for verification:

**Sapphire Administrator  
2950 Charlestown Road  
Lancaster, PA 17603**

Once received, district Sapphire administrators will validate the application and send an email stating the parent login account is ready to go.

Note: With a parent account, multiple students in the same family may be "bundled" together under one login.

Parent account holders may also set up email notifications that signal when teachers have posted grades and/or grades have fallen below a certain level.