



Penn Manor School District

Penn Manor School District

PO Box 1001 • Millersville PA 17551

717.872.9500 • www.pennmanor.net

Dear parents and guardians,

You may be aware that our Community Portal shows student assignment grades and current marking period grades for each subject but you may not know all the features and benefits of this system.

The following features are currently available in the Community Portal:

- Email Notifications
 - When teachers have posted grades
 - When grades have fallen below a certain level
 - When Teachers or Administration post announcements
- Student Grades
 - Copies of all Marking Period Report Cards
 - Copy of the most recent Transcript (for HS students)
- Student Fees
 - 1:1 Laptop Obligations (for Middle and High School Laptop Damage)
- Tracking
 - Attendance Events (such as Tardies & Absences)
 - Attendance Letters such as 7-day Absence Letter
 - Discipline Events
- Medical Services Center
 - Letters & Reminders (such as Physical Exam Forms due)

In addition, we plan to release emergency contact updates submitted directly through the Community Portal system so that you can update phone numbers and such at any time. In order to enact these features, we need to be confident that parents and guardians are given the same opportunities to use these time saving features.

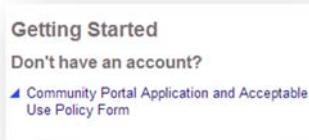
As such, we strongly encourage you to register for parent credentials to the Sapphire Community Portal system instead of using your child's login information. We wish to instill responsible internet habits to our students, including not sharing their login information with others. Please note that you may link multiple students to one parent account as well so if you have multiple children at Penn Manor this is also a great way to have one login to access all of your children's information.

If you already have a Parent Portal Account, you may also choose to receive electronic only reminders so that when we do send mass mailings out you will only be notified through email via the Community Web Portal instead of a paper copy being mailed to your home address. Not only is this convenient for you as a parent, but it saves the district in paper and ink usage as well as postage, allowing us to reduce the budget needed for those items. If you wish to sign up for Electronic Mailings Only, please simply update the "Receives Mailers" section of the Annual Contact Verification Form that is sent home at the beginning of each year.

To register for Sapphire as a parent please follow the instructions of the back of this sheet



Visit our Sapphire website at <https://sapphire.pennmanor.net/CommunityWebPortal/> and click on the *Community Portal Application* link under the Getting Started section of the site.



1. Enter keyword "comets" and click "Continue".

2. Read the user agreement, select "Yes" at the bottom right of the page and click Continue.

3. Fill out the Sapphire Web Application and be sure to include all of your children that are enrolled in the Penn Manor School District under the "Children Information" section so that they are all linked to your account. Once you have completed all required fields, press "Save and Continue".
4. Follow the on-screen instructions by printing your completed form and dropping it off at your child's school or by mailing it to:

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

5. Once your printed and signed application has been received, processed, and approved, you will receive an email at the email address you provided with your assigned PIN. You will then use your selected UserName and Password and the assigned PIN to access Sapphire as a parent.

If you have any questions regarding or need any assistance obtaining your parental credentials, please reach out to our Sapphire Help Desk at: sapphiresupport@pennmanor.net

Thank you,

Penn Manor School District