

Dear Parents/Guardians,

In the past, parents and students have used e-schoolBook to check grades, attendance and other data relevant to students' day to day progress. Beginning with the 2015-2016 school year, East Pennsboro Area School District will be utilizing a new Student Information System called Sapphire. Information previously accessed through the e-schoolBook portal will now be available through Sapphire. This new system requires parents to register for a new account to gain access to their students' information. One of the features that we are very excited about is the ability for parents to request online changes to any phone number, email address or other relevant data; information that was previously sent home for your review on the first day of school. Included in this document, you will find instructions to apply for a portal account and also a guide on changing your student's data to ensure we can contact the appropriate persons in an emergency.

Visit the following website to get started: <https://epasd-sapphire.k12system.com/CommunityWebPortal>

## Applying for a portal account (for parents and legal guardians)

1. Click on "Community Web Portal Application and Acceptable Use Policy"



The screenshot shows the 'COMMUNITY WEB PORTAL WELCOME' page for K12 School District. It features a login form with fields for Username, Password, and PIN, and a 'LOGIN' button. A 'Forgot your password?' link is also present. On the right, there is a 'Getting Started' section with links for 'Don't have an account?' (which includes a link to the 'Community Portal Application and Acceptable Use Policy Form') and 'New to the district?' (which includes a link to 'register your child'). There is also a 'Frequently Asked Questions (FAQ)' section. A red arrow points from the top of the page to the 'Community Portal Application and Acceptable Use Policy Form' link. A red box highlights this link with the text: 'From this screen, a first time user can click here to apply for an account'. Another red box highlights the login form with the text: 'After the User has been given an account, they can Login to the Community Web Portal from this screen by entering their Username, Password and Pin Number'. The footer contains copyright information for K12 Systems, Inc. dated 2012.

2. Read and agree to the User Agreement

Sapphire portal help: [sapphireportal@epasd.org](mailto:sapphireportal@epasd.org)

3. Complete all necessary information. All data fields marked with asterisks are required.

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out and submitted electronically.

### Sapphire Community Web Portal Application

School District: East Pennsboro ASD  
Current School Year: 2015  
Contact Name: Steve Vogelsong  
Contact E-mail Address: svogelsong@epasd.org  
School District's Community Portal Help Desk Phone Number: 717-732-3601

#### Family Information

##### Applicant

Name:*	<input type="text" value="(first)"/>	<input type="text" value="(last)"/>	Relation:*	<input type="text" value="(Parent, Guardian, Custodian, Foster Parent)"/>
Address 1:*	<input type="text"/>			
Address 2:	<input type="text"/>			
City:*	<input type="text"/>	State:*	<input type="text" value="Pennsylvania"/>	
Zip Code:*	<input type="text"/>			
Home Phone:*	<input type="text"/>	Work Phone:	<input type="text"/>	Cell Phone: <input type="text"/>
E-Mail:*	<input type="text"/>			

##### Children Information

	First Name*	Last Name*	Date of Birth* mm/dd/yyyy	Grade*	School*
Child 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

##### Login Information (You will be required to know your Username, Password, and a system-assigned PIN to access to your child's information.)

Username: \*

Password: \*

Confirm Password: \*

Sample Security Questions:

Security Question: \*

Security Answer: \*

\* Indicates required fields



Click here to submit the application

## Changing your student's emergency contact information

Once you have applied, you will receive via email your username, password, and PIN number to access the Community Web Portal.

Upon your initial login please review your student(s) contact information by doing the following:

1. Select student
2. Click on "Change Student Data" [Must change for each student]

The screenshot displays the Sapphire Software Community Web Portal Student Backpack interface. The page title is "COMMUNITY WEB PORTAL STUDENT BACKPACK" and the logo "SapphireSoftware" is visible in the top right. The navigation bar includes "Home", "Logout", and "Help". The main content area is divided into sections: "STUDENT BACKPACK" and "MY STUDENTS (2)". Under "STUDENT BACKPACK", there are links for "Student Information", "Change Student Data", and "Student Calendar". Under "MY STUDENTS (2)", there are two student entries, each with a "No Picture Available" icon, "Grade: 02", "East Pennsboro Elementar", and "Grade: 05", "East Pennsboro Middle Scl". Red arrows point from the text above to the "Change Student Data" link and the first student entry.

FAQ | Parent Manual | Policies | Terms of Use | 07/27/2015 10:42AM

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3. All data that is listed within “Change Student Data” can be requested to be changed online. (Fields such as: Student Home Phone, Contact Name, Contact numbers, Contact email address, Emergency Call Order, Student Lives With etc.)

**There are two areas that need verified or updated**

**1. Information for Parent Notification Calls \***

**2. “Contact lives with the Student” field \*\***

**Please Note: Address changes can only be made by contacting the Student Accounting Clerk.**

\*For Parent Notification calls it is of utmost importance to correctly fill out the following information. “Student Home Phone” will always be the number called for weekly outreach calls and weather delay/cancellation messages.

The screenshot shows a web browser window with the URL <https://epasd-sapphire.k12system.com/CommunityWebPortal/Backpack/StudentDataVerification.cfm?STI>. The page title is "COMMUNITY WEB PORTAL STUDENT BACKPACK" and the logo "SapphireSoftware" is in the top right. The main heading is "Change Student Data". Below this, there is a "Save Changes" button and a section titled "Student Information". In this section, the "Student Home Phone:" field is populated with "(717) 732-". Below the "Student Information" section is a "Parents/Guardians" section with a sub-section for "Father" containing fields for Title, First Name, Middle Name, Last Name, and three Email Address fields. A red arrow points from the text above to the "Student Home Phone:" field.

For an automated emergency call that only goes out when we dismiss early, or have a mass emergency message, the system can call a total of 6 phone numbers. These 6 numbers are identified by parents assigning them an E.C.O or “Emergency Call Order” number that is tied to a specific phone number.

It is the parents’ choice and responsibility to identify up to 6 numbers that will be called in an emergency.

- Parents MUST identify the E.C.O. for every telephone number provided for each person designated as an emergency contact.
- You cannot use an “Emergency Call Order” number more than once.
- Parents must use ONE of the Emergency Call Order numbers to match the number used for the “Student Home Phone.”
- For an automated mass emergency call all numbers designated as E.C.O. #1-6 will be called
- Parents may include numbers that should be called for an individual student emergency that will be excluded from the automated mass emergency calls. These telephone numbers must have an E.C.O number of 7 or higher.
- For an individual student emergency call we will start with E.C.O. #1 and call all numbers in order until a contact is reached. If you are requesting less than 6 numbers to be called by the automated system, they will be called first in an individual student emergency and then staff will skip to #7 and continue until all of the emergency contacts are attempted.

In order to assign the Emergency Call Order numbers indicate the numeric call sequence number in the "Phone x Emergency Call Order" field. Please remember that each E.C.O. number can only be used once.

Father	
Title:	
First Name:	
Middle Name:	
Last Name:	
Email Address 1:	@VERIZON.NET
Email Address 2:	
Email Address 3:	
Phone 1:	732-
Phone 1 Type:	Home
Phone 1 is Unlisted?:	No
Phone 1 Extension:	
Phone 1 Emergency Call Order:	1
Phone 2:	773-
Phone 2 Type:	Cell
Phone 2 is Unlisted?:	No
Phone 2 Extension:	
Phone 2 Emergency Call Order:	2
Phone 3:	
Phone 3 Extension:	
Phone 3 Type:	Work
Phone 3 is Unlisted?:	No
<input checked="" type="radio"/> Phone 3 Emergency Call Order:	
Phone 4:	
Phone 4 Type:	
Phone 4 Extension:	
Phone 4 is Unlisted?:	No
Phone 4 Emergency Call Order:	
Phone 5:	
Phone 5 Type:	
Phone 5 Extension:	
Phone 5 is Unlisted?:	No
Phone 5 Emergency Call Order:	
Employer:	
Contact lives with the Student:	No

Father's home phone will be called first(E.C.O. #1)

Father's cell phone will be called second(E.C.O. #2)

\*\*Please update "Contact lives with the Student" for any contact that lives with the student

“Phone x Emergency Call Order:”

Mother	
Title:	Mrs
First Name:	
Middle Name:	
Last Name:	
Email Address 1:	@verizon.net
Email Address 2:	
Email Address 3:	
Phone 1:	732-
Phone 1 Type:	Home
Phone 1 is Unlisted?:	No
Phone 1 Extension:	
Phone 1 Emergency Call Order:	3
Phone 2:	343-....
Phone 2 Type:	Cell
Phone 2 is Unlisted?:	No
Phone 2 Emergency Call Order:	4
Phone 3:	717-732-
Phone 3 Extension:	
Phone 3 Type:	Work
Phone 3 is Unlisted?:	No
Phone 3 Emergency Call Order:	7
Phone 4:	
Phone 4 Type:	
Phone 4 Extension:	
Phone 4 is Unlisted?:	No
Phone 4 Emergency Call Order:	
Phone 5:	
Phone 5 Type:	
Phone 5 Extension:	
Phone 5 is Unlisted?:	No
Phone 5 Emergency Call Order:	
Employer:	
Contact lives with the Student:	No

Mother’s home phone will be called third(E.C.O. #3)

Mother’s cell phone will be called fourth(E.C.O. #4)

Mother’s work phone will NOT be called by the automated system since it is ECO # 7. However in an individual student emergency it will be the seventh number called(E.C.O. #7)

\*\*Please update “Contact lives with the Student” for any contact that lives with the student

“Phone x Emergency Call Order:”

### Grandmother

Title:	
First Name:	
Middle Name:	
Last Name:	
Email Address 1:	
Email Address 2:	
Email Address 3:	
Phone 1:	732.
Phone 1 Type:	Home
Phone 1 is Unlisted?:	No
Phone 1 Extension:	
Phone 1 Emergency Call Order:	5
Phone 2:	579.
Phone 2 Type:	Cell
Phone 2 is Unlisted?:	No
Phone 2 Emergency Call Order:	6
Phone 3:	
Phone 3 Extension:	
Phone 3 Type:	Work
Phone 3 is Unlisted?:	No
Phone 3 Emergency Call Order:	
Phone 4:	
Phone 4 Type:	
Phone 4 Extension:	
Phone 4 is Unlisted?:	No
Phone 4 Emergency Call Order:	
Phone 5:	
Phone 5 Type:	
Phone 5 Extension:	
Phone 5 is Unlisted?:	No
<input checked="" type="checkbox"/> Phone 5 Emergency Call Order:	
Employer:	
Contact lives with the Student:	No

Grandmother’s home phone will be called fifth(E.C.O. #5)

Grandmother’s cell phone will be called sixth(E.C.O. #6)

\*\*Please update “Contact lives with the Student” for any contact that lives with the student

4. Repeat the above steps for each emergency contact.
5. Click Save at the top or bottom of the page to save all changes.

Save Changes

School District staff will review changes and approve .