Heath W. Renninger
Superintendent

Vince Hoover
Director of Curriculum, Instruction & Technology

Henry C. Snyder
Director of Bldgs. & Maintenance

Jodie I. Dermo
Business Administrator

Keith S. Lehman
Director of Grounds

Jill Hlavaty
Director of Special Education

Joanne Brindle
Administrative Assistant Board Secretary

# STUDENT UPDATE INFORMATION

August 24, 2022

Dear Parent(s)/Guardian(s),

We are asking that any new contact information regarding students be updated in Sapphire by parent(s)/guardian(s).  Please take time to verify that the address, phone numbers, work numbers, emails and emergency contacts (*in the correct order*) are up to date in Sapphire. If any student information needs to be adjusted, please do so in the Sapphire Community Parent/Student Portal and a building secretary will approve the updated changes. It is very important to keep all emergency contact information updated.  If you do not have a Community Parent/Student Portal in Sapphire, please create one by using the following instructions:

1. Go to www.pgasd.com and click on Resource Links or Quick Links and Sapphire Parent/Student Portal
2. Click on "Apply for a Sapphire Community Portal Account"
3. Click "Continue" to create the account
4. Click "Yes" after reading and agreeing with the policies listed
5. Fill out the required fields on the application, (name, address, home phone, cell phone, email, student's full name, birthday, grade level, username, password, security question)
6. Complete form and continue
7. Print application information (optional)
8. System will send email application confirmation information
9. District approves account
10. Save username and password

If you need any assistance, please call the following building secretary:

Chris Demcher, Elementary School     570-345-2731    ext. 440