



*Sandra D. Burns
Elementary School Principal*

2021-2022 STUDENT UPDATE INFORMATION

August 24, 2021

Dear Parent(s)/Guardian(s),

Please enter any new contact information regarding students in Sapphire and 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 Portal and your building secretary will approve the updated changes. **Please note that Sapphire will be upgrading the Community Portal. If you already have an account, you will be prompted to do the following steps to upgrade your account:**

1. Log in to the "Sapphire Community Portal"
2. Enter the PIN, (*this will be the last time using the PIN*)
3. Parents will be prompted to change their Password and may be prompted to change their Username.
4. The "Upgrade Complete" screen will display and users are redirected to the new "Sapphire Community Portal" home screen.

If you do not have an account, please follow these steps:

1. Go to www.pgasd.com and click on Resource Links or Quick Links and "Sapphire Parent/Student Portal"
2. Click on Create a Web Portal Account
3. Click "Ok" to create the account
4. Click "Yes" after reading and agreeing with policies listed
5. Filled 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. Save form and continue
7. Print application information (optional)
8. System will send email application confirmation information
9. District approves account and sends email
10. Save email in case you forget your password

If you need any assistance, please call your building secretary:

Chris Demcher ~ 570-345-2731 ext. 440