



# Pine Grove Area High School



Promoting, Growth, Achievement, Success, and Direction for ALL Children!

Jenny Clay  
School Counselor

Rich Dunkelberger  
Assistant Principal

Michael Janicelli  
High School Principal

Scott B. Dimon  
Athletic Director

David Shiffer  
School Counselor

## STUDENT UPDATE INFORMATION

August 24, 2022

Dear Parent(s)/Guardian(s),

We are asking that any new contact information regarding students should 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 your 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](http://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 Melanie Daubert, building secretary, at 570-345-2731 ext. 210.