Panther Valley School District

Superintendent's Office	Business Office	Jr./Sr. High School	Intermediate School	Elementary School
1 Panther Way	1 Panther Way	912 Coal Region Way	678 Panther Pride Drive	1 North Mermon Ave.
Lansford, PA 18232	Lansford, PA 18232	Lansford, PA 18232	Lansford, PA 18232	Nesquehoining, PA 18240
Phone: 570-645-4248	Phone: 570-645-3176	Phone: 570-645-2171	Phone: 570-645-2175	Phone: 570-669-9411
Fax: 570-645-6232	Fax: 570-645-3036	Fax: 570-645-2507	Fax: 570-645-9723	Fax: 570-669-6043

Visit the following website to get started: https://panthervalley-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"

From this screen, a first time user can click here to apply for an account

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

2. Read and agree to the User Agreement

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
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

	first	last	(Parent, Guardian, Custodian, Foster Parent)
Name *			Relation:*
Address 1 *			
Address 2			
City:*			State:* Pennsylvania ▼
Zip Code:*			
Home Phone:*	Work Phone	Cell Phone	
E-Mail:*			

Children Information

	First Name*	Last Name*	Date of Birth* mm/dd/yyyy	Grade*	School*
Child 1			📅		▼
Child 2			📅		▼
Child 3			📅		▼
Child 4			📅		▼
Child 5			📅		▼
Child 6			📅		▼

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: <choose a question> ▼
Security Question:*
Security Answer:*

* Indicates required fields

Save Form and Continue

↑

Click here to submit the application

KEYWORD: panthers2016

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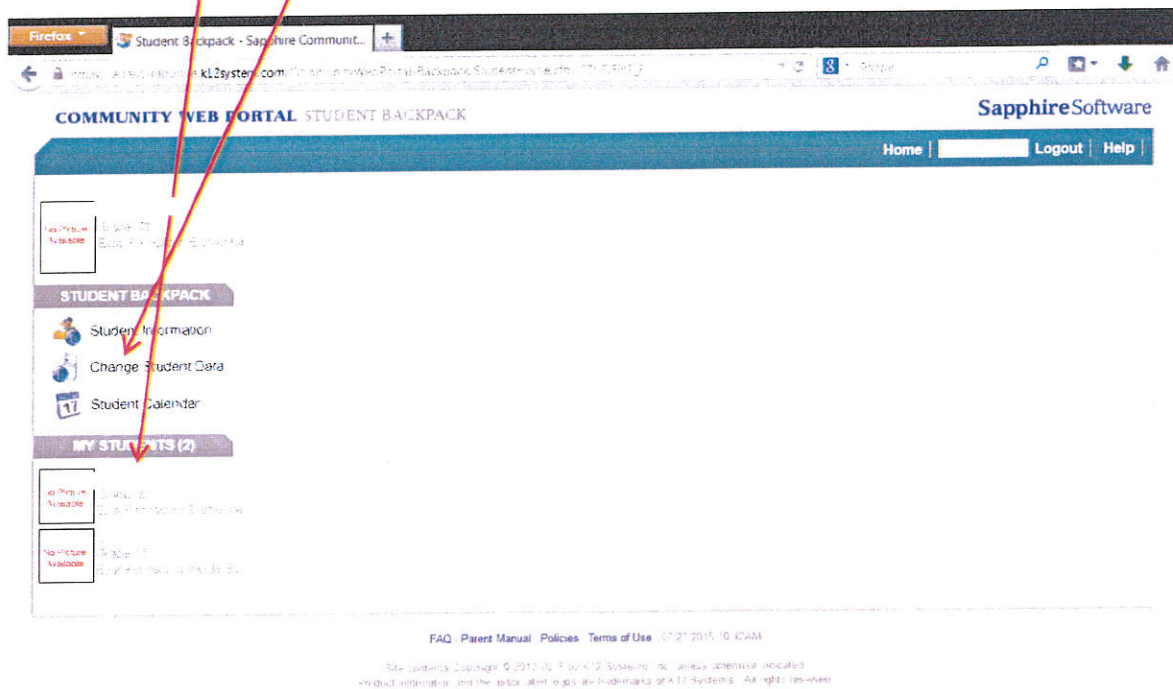
3. All data that is listed within "Change Student Data" can be requested to be changed online. (Fields such as: Student Home Phone, Contact Name, Contact numbers, Contact email address, Emergency Call Order, Student Lives With etc.)

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.

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   Father's home phone will be called first(E.C.O. #1)
Phone 2:   773-
Phone 2 Type: Cell
Phone 2 is Unlisted?:   No   Father's cell phone will be called second(E.C.O. #2)
Phone 2 Emergency Call Order: 2
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
Phone 5 Emergency Call Order:
Employer: **Please update "Contact lives with the Student" for
Contact lives with the Student: No   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   Grandmother's home phone will be called fifth(E.C.O. #5)
Phone 1 Extension:
Phone 1 Emergency Call Order: 5
Phone 2:   579
Phone 2 Type: Cell
Phone 2 is Unlisted?:   No   Grandmother's cell phone will be called sixth(E.C.O. #6)
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
Phone 5 Emergency Call Order:
Employer:
Contact lives with the Student: No   ←   **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.