

## 'Sapphire' Community Web Portal (CWP)

August 18, 2016

Dear Parents:

You are your child's first and most important teacher. As such, we are constantly striving to increase your access to information about his/her school performance. The Conestoga Valley School Districts "Sapphire" Community Web Portal (CWP) will allow parents to access their child's grades, attendance, discipline, teacher comments, report cards, transcripts, graduation progress and important files and documents.

### Already have a Community Web Portal Account?

Parents with current accounts may continue to use their existing usernames, passwords and PIN numbers. At the beginning of the school year all students in grades 5-12 will be given their own Community Web Portal account that will stay the same throughout their time at CV. Parents are encouraged to set up their own CWP account so they can access all of their students with one log in and so they can update the contact and demographic information pertaining to their students. If you already have a Community Web Portal account, and you simply need to link a new child to that existing account, please contact Annette Palita at 717-397-2421 x0012.

The Community Web Portal may be found at the web address below or from a link found on the CV district website, under the "Parents" section. A FAQ URL is also listed below and can be found on the site as well.

<http://sapphire.conestogavelly.org/communitywebportal> (Community Portal Link)

<http://www.conestogavalley.org> (District Web site)

<https://sapphire.conestogavalley.org/communitywebportal/Public/FAQ.cfm> (Frequently Asked Questions)

### Do you need to set up your Community Web Portal Account for the first time?

- You will need to go to the CV website at [www.ConestogaValley.org](http://www.ConestogaValley.org).
- Click on the "Parents" link
- Click on the "Sapphire Community Portal for Parents" link
- Click on the "Community Portal Application and Acceptable Use Policy Form" link
- Enter the keyword "sapphire", and click "Continue"
- Once you have read and agree to the User Agreement, select "Yes" and click "Continue"
- Complete the Family Information form and click "Save Form and Continue"
- If you would like a printed copy of your application for your records, click the link titled "Click here to PRINT FORM"
- Check your email for a receipt and further instructions.
- After receiving your email receipt, your account will require a review and some manual processing time by our staff. Once that manual processing is completed, you will receive a second email assigning your PIN and final instructions for logging into the Community Web Portal.

If you have questions regarding the use of the Community Web Portal, please contact the Sapphire help desk via email at [sapphire@conestogavalley.org](mailto:sapphire@conestogavalley.org) with specific questions or speak to Annette Palita, the Sapphire Administrator at 717-397-2421 x0012.

We assure you that your child's privacy is very important to us. Access to information is restricted by a secure logon and password. Furthermore, the information that is posted to this site is merely an image of the real information data file insuring that no one can alter actual permanent records through this application. The information you will be viewing will be updated regularly so you will be able to view information on a near real-time basis.

Sincerely,  
Sapphire Administrator