



PENN MANOR SCHOOL DISTRICT

P.O. Box 1001 • Millersville, PA 17551-0301
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www.pennmanor.net

A Better Community...One Student at a Time

An Equal Opportunity Employer

Michael G. Leichter, Ed.D.
Superintendent
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August 2021

RE: 2021-2022 Contact Verification Form Distribution

Dear Parent/Guardian,

As a reminder, a physical, printed copy of our Contact Verification Form, which is used to update your contact information with the school district, will no longer be distributed to Penn Manor families. Instead, we ask that parents/guardians update their contact information, including current phone numbers and email addresses, through their Sapphire parent portal account. Instructions on how to update your contact information via your Sapphire parent account are attached to this letter.

If you do not have a Sapphire parent portal account, please visit our website (www.pennmanor.net), go to the Parents menu, and click on Sapphire Portal Information/Help to get started.

For those parents/guardians who do not have a Sapphire parent portal account or require a hard-copy of the form, a printed Contact Verification Form will be made available upon request to your child's school.

Thank you,

Penn Manor School District


SAPPHIRE PORTAL

HOW TO: Make Changes to Phone Numbers and Email Addresses using your Sapphire Parent Portal Account

With a Sapphire parent portal account, you can make changes to some of your and student's information (subject to school review).


PLEASE NOTE: Change of Address is not available via your Sapphire Portal. To change your child's residence in Sapphire, please contact your student's school for more information.

Add or Change Your Phone Numbers and/or Email Addresses

1. On the Sapphire Portal home screen, click your student's name.
2. Click  **Change Student Data** from the left menu. The contact information on any line can be changed on this screen. Click on the information you wish to change to activate the edit window.
3. Add to or modify your phone information. For each phone number indicate the **Type** (Cell, Home, Work, etc.) and if it can **Receive Voice Call** or **Receive Text**.
4. Indicate the **Emergency Call Order** for each phone number. This is the order in which the phone number should be called in the event of an emergency. It must be a whole number (1, 2, 3, etc.). If this number should not be part of the emergency call order, then leave this blank.

PLEASE NOTE: If an Emergency Call phone number is not set to receive voice calls, our Auto-Notification System, used for daily attendance calls, will not contact this number.

5. Add or modify your **Email Addresses** by clicking on the information to open the edit box.
6. Click **Save Changes**. The school must approve the changes before they take effect.



Change Student Data

Teresa Rose Sebring (334)

Forms Awaiting Completion

- [Handbook and Photo](#) Form Closes: 12/31/2019 11:59 PM

Click on a line below to edit it.
The school will be notified of any changes made and have a chance to review them before the changes take effect.

Student Information

Household Phone:	<input type="text" value="555-555-5555"/>
Student Email Address:	rsebring@gmail.com
Student Phone:	800-555-1212
Student Phone Type:	Cell Phone
Student Phone Receive Voice Call?:	Yes
Student Phone Receive Text?:	Yes
Student Phone is Unlisted?:	No

Parents/Guardians

Mother - Audrey Fisher

Title:	
Middle Name:	<input type="text"/>
Email Address 1:	audrey@gmail.com
Email Address 2:	afisher@office.com <small>Change pending review</small>
Email Address 3:	