WEST YORK AREA SCHOOL DISTRICT

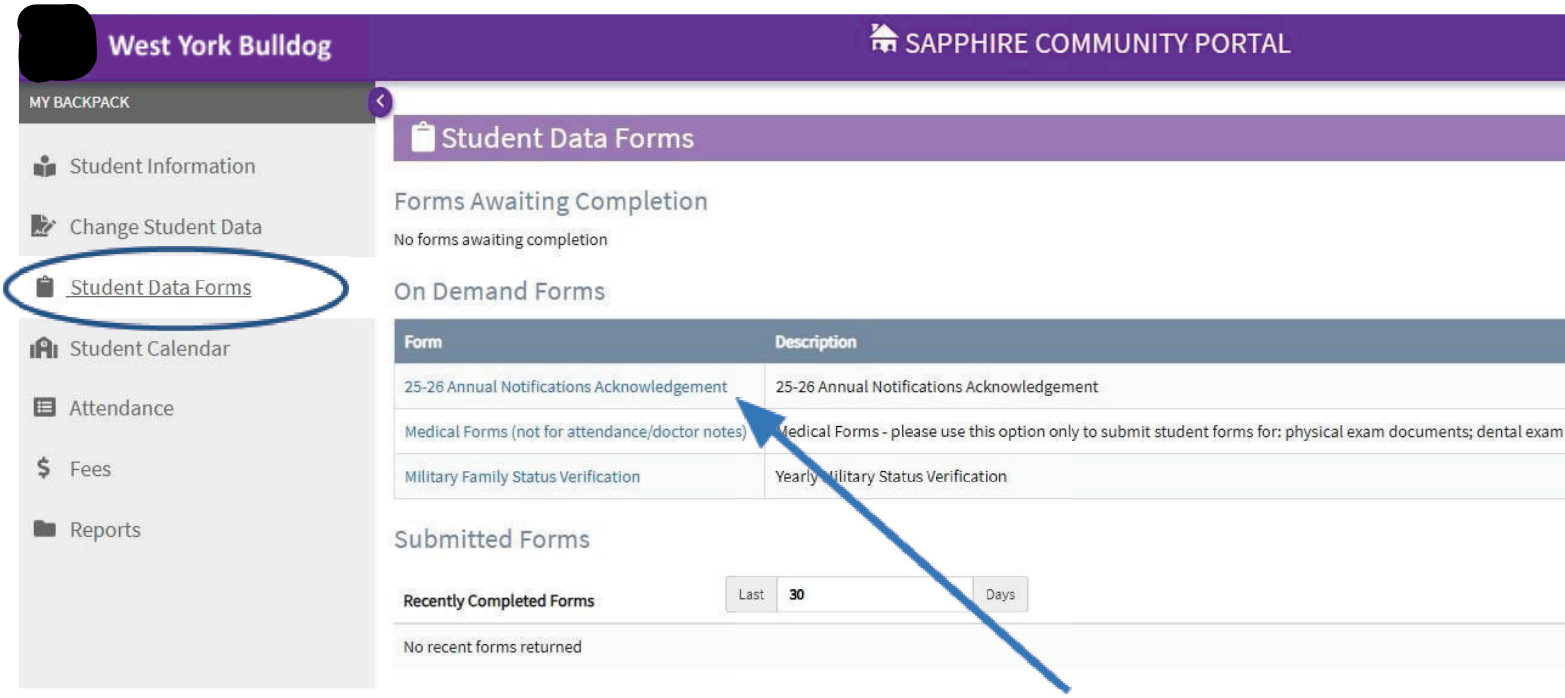
"Every Student Every Day"

For the 2025-2026 school year, the review of annual notices will be acknowledged through the Sapphire Community Portal.

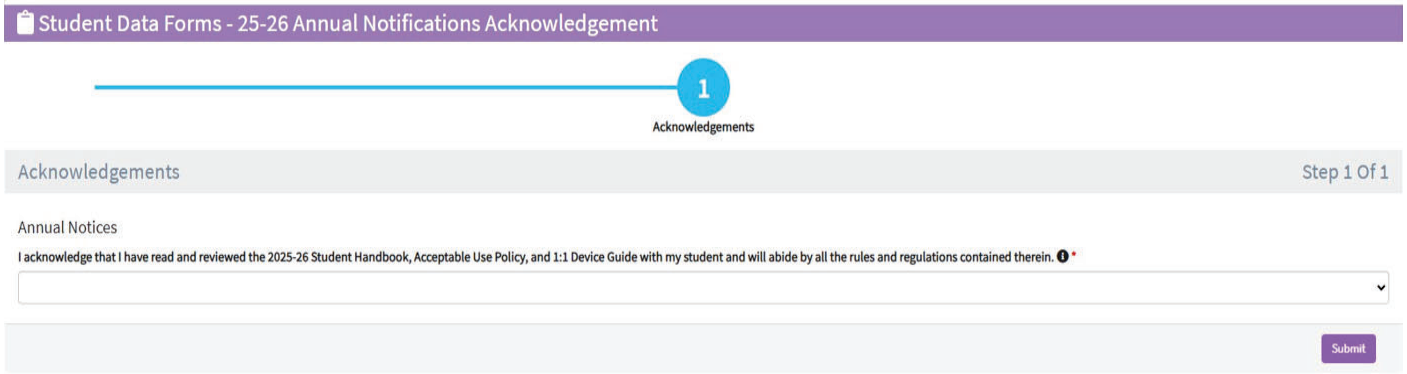
This acknowledgement can be found in the Sapphire "My Backpack" menu for each student under Student Data Forms.

Here is what to do:

1.) Log in to your Sapphire Community Portal
2.) Under the "My Backpack" menu, select Student Data Forms



3.) The 25-26 Annual Notification Acknowledgement will be the first form to click on and you will see the screen below



4.) Once you have reviewed the items listed with your student, use the dropdown to select "Yes" and then click the purple Submit button.***Note: that if you have more than one student, you will need to complete this process in each of your students' Sapphire "My Backpacks".**

Thank you.
The West York Area School District

To Create a Community Portal Parent account, please go to:
http://sapphire.wyasd.org/CommunityWebPortal/ and follow these steps:

- Under Login & Forgot Password, please click on Create a Web Portal account
- On the next window, you will be prompted to enter a keyword, enter ***bulldogs*** – click continue.
- Please review the Sapphire Acceptable Use Policy. Once you have agreed to the terms of the policy, you will be prompted to move to the next screen.
- On the next screen, you will enter your name, address and email address and then you will create a personal username and password. Please write this down for future use.
- Next you will enter basic information about your child(ren). When this information is entered, the Sapphire K-12 system will link you to your child(ren)'s school information. Please note that you may receive a call from your child's school to verify information if what you have entered does not match what is already in the system.
- Once your application has been submitted, it may take up to one week for your account to be validated. Once approved you will receive an email to the address you provided containing a PIN number. You will need to retain this PIN and use it to log-in to the portal along with the username and password you created.

To add another student to your already existing Community Portal account:

- Log-in to your account then click on your name in the menu at the top right of the page beside Home
- Under Account Settings to the left click on Students
- At the bottom of the screen click on Click to Request Access to Other Students
- Fill in the Student Information and click Submit Request

If at any time you have difficulties setting up your account, adding a student, or editing student data, please email SapphirePortal@wyasd.org