



NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET • NORTH EAST, PENNSYLVANIA 16428
TELEPHONE (814) 725-8671 • FAX (814) 725-9380

August 1, 2018

Dear Parents/Guardians of North East School District Students:

I hope that you are all having a wonderful summer. As we approach the beginning of the 2018-19 school year, we wanted to let you know about two important things.

First of all, we will be having a “Meet the Teacher” night on **Monday, August 27th** prior to the start of school in all of our buildings. The schedule will be as follows:

North East High School	- 6:00 – 7:30 PM	NE Intermediate Elementary	- 6:00 – 7:30 PM
North East Middle School	- 4:00 – 5:30 PM	Davis Primary	- 4:00 – 5:30 PM

This will replace the Open House dates that normally take place September, giving both students and parents an opportunity to meet the teachers and see the classrooms prior to the start of school. We look forward to seeing you there.

Secondly, the district has implemented a new student information system. We will be utilizing Sapphire K-12. This new software replaces both Edline and OneCall, and will provide parents/guardians with access to basic school account and grade information on file for your child. To facilitate a smooth transition, we would greatly appreciate the assistance of parents and guardians in verifying that all basic information entered for your student is correct and up to date.

Enrollment for the new Sapphire Community Portal is a two-step process:

1. Please visit the school district’s website at www.nesd1.org and click on the Parent Portal icon located near the top of the home page. Here you will be asked to complete a portal application and agree to the Acceptable Use policy. When prompted you will need to enter the district’s KEYWORD which is “pickers” (all lower case). The school will receive an automatic notice that you have completed this step. You may then expect to receive an email within one week, providing you with a User Name and PIN to access the new system.
2. Using your new User Name and PIN, please log in to the portal to review the information on file for your student(s) regarding home address, phone numbers and emergency contacts, and update this information if necessary. The district will automatically receive a notice if any information is updated so that we can respond accordingly if needed.

Please note that although your student will be able to access his/her own account once they return to school, parents may only access this system by submitting the online application and agreeing to the Acceptable Use policy. Tutorial videos are available on the district’s website should you need assistance, or you are always welcome to contact the school and we will be happy to help.

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If you do not have internet access, you are welcome to use a district computer to update your student's information. Simply contact your student's school office to make arrangements for this access. If you would rather update information on paper, please complete the enclosed form and return this to your student's school at Meet the Teacher night OR return it to the school office **no later than the first day of school**.

We believe that once the new system is completely operational that you, like us, will find it to be very user friendly and extremely helpful. Should you have any questions, please do not hesitate to contact the administration office or your student's school office.

Thank you everyone for your patience and assistance in this process and with the "Meet the Teacher" program. We look forward to seeing all of you soon.

Sincerely,

Frank M. McClard, Ed.D.
Superintendent

FMM/sa