



**MILLVILLE AREA SCHOOL DISTRICT**  
PO BOX 260 · 330 E. MAIN ST · MILLVILLE, PENNSYLVANIA 17846  
570-458-5538 x 3220 · Fax: 570-458-584

High School Office  
PO Box 260 · 345 School House Lane  
570-457-5538 x 2230 · Fax: 570-458-5583

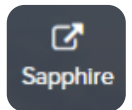
Elementary Office  
PO Box 300 · 370 Batten Lane  
570-458-5538 x 1000 · Fax: 570-458-4715

## ACCESS TO STUDENT GRADES AND ASSIGNMENTS

The Millville Area School District has moved to a new Student Information System called Sapphire. Parents/legal guardians and students will be able to see attendance, current schedule, grades, student information, and reports, and parents will be able to submit change of information requests.

### **TO CREATE YOUR ACCOUNT**

From the District website ([www.millsd.us](http://www.millsd.us)) click the Sapphire link in the upper right corner:



When you are redirected to Sapphire, click the Community Portal option:



Next, click the link under “Don’t have an account?”



In the keyword box, enter the word “Quakers” and press the continue button.

← → ↻ <https://millville-sapphire.k12system.com/CommunityWebPortal/Public> ☆ ☰

Apps DIBELS DE SI CompassLearning ThinkCentral » Other bookmarks

**ACCOUNT APPLICATION for MILLVILLE AREA SCHOOL DISTRICT:**

To continue, please enter the KEYWORD for the district you wish to sign up for. (The KEYWORD can be found on the mailer that you received from the district. If you have not received a mailer, the KEYWORD may be obtained from the district directly.)

KEYWORD:

\*Remember to turn your POP-UP BLOCKERS off for this site.  
(you may hold down the ctrl key while clicking "Continue")

This will take you to the **Sapphire Community Web Portal User Agreement** page. Please read carefully so that you know the requirements you will be expected to follow when you are accessing the Portal. Then, at the bottom of the page, if you agree to the policies, select “Yes” and click “Continue”.

On the following screen, complete the required information. When you are finished, click “Save Form and Continue”.

Once you submit the form, a new window will generate with a message thanking you for submitting your form. You will need to print, sign, and return this form to the District – you may drop it off at the District office, send it to school with your student, or mail it to the address listed on the form.

Within a few days of returning your signed form, you will receive an email from Sapphire indicating your account has been approved. You will then be able to go to the Millville Area School District home page, and click on the Sapphire link to access the Welcome page to login to your Sapphire account.

You can access the account by entering your username, password and PIN number (please note that the PIN number is randomly generated by Sapphire and cannot be changed).

If you have any questions, please call us at (570) 458-5538, Option 3.

Sincerely,

Cynthia Jenkins  
Superintendent