

Creating a Parent Portal

If you would like to create a parent portal please go to www.clearfield-sapphire.K12system.com

Then click “**Community Portal**”, this is the second box down on the page



Then select “**Create a Web Portal account**”

This will then prompt you to enter a keyword. Our keyword is **Bison_Pride**

Fill out the application. Be sure to record the username and password you choose. After the account is approved a PIN number will be e-mailed for your use with logging in. Login requires the username and password you create, and the PIN number that is e-mailed to you.

If you have multiple children, you can include them in one account. You do not need to create multiple accounts for multiple children.

Please double check all your information as you are entering it. If you have any questions please email those to kcaragein@clearfield.org . Thank you!

You do not need to send in the Sapphire Application to school.

Once your account is approved and you have your Pin you can then log into the Community Portal and update student information, review student information such as grades (7-12), attendance, and discipline along with a large collection of information that is maintained on each student.