



SALISBURY TOWNSHIP SCHOOL DISTRICT

1140 SALISBURY ROAD
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SALISBURY...INSPIRE, THINK, LEARN, GROW...TOGETHER!

Superintendent

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To the Parent/Guardian and Students in Grades 6-12

Subject: Salisbury Township School District Community Portal

We are excited to share the **Salisbury Township School District Community Portal – Student Backpack**, providing parent/guardian access to student grades, attendance and discipline information via the Internet. At this time, access to student grades and attendance will be limited to students in Salisbury Middle School and Salisbury High School – Grades 6-12.

Previous Users: Please continue to use your login credentials if you previously accessed the Community Portal. If you require your login information again, please visit the Community Portal (<http://www.stsd.org/portal>) and click on "Forgot your password?" If you are unable to get past this screen, please contact Mrs. Mary Bishop via email (mbishop@stsd.org) for further assistance.

New Users: If you are new to the Community Portal, please follow the directions below. You will first need to create a login/password for yourself and register for a PIN in order to access the Portal website. (Accounts may be shared by parents/guardians or individual accounts may be established.) Please complete the following steps:

1. Visit <http://www.stsd.org/portal> and click on Community Portal Application and Acceptable Use Policy Form.
2. You will be prompted for the district keyword. The keyword is **salisbury**.
3. Read and agree to the Community Web Portal User Agreement.
4. Complete the form, taking special care to include all required information.
5. A notification email along with directions containing a District-generated personal identification number (PIN) will be emailed to you shortly after the form is received and your access has been approved. Once you receive your unique PIN, you may access the Portal at this address: <http://www.stsd.org/portal>.

Video tutorials for setting up an account and Community Portal features is available at <http://www.stsd.org/portalaccess>. If you have further questions regarding the use of the Community Portal, please contact Mrs. Mary Bishop at mbishop@salisburysd.org.

We assure you that your child's privacy is very important to us. A secure login process restricts access to information. Furthermore, the information posted to the Community Portal is a copy of real-time data, ensuring that no one has access to actual records through the application.

We are pleased to offer this service to our parents/guardians and students. We hope that you will find this information useful in promoting success.

Sincerely,

Randy Ziegenfuss, Ed. D.
Superintendent