



10782 Wattsburg Road
Erie, PA 16509
P (814) 824-3400
F (814) 824-5200
www.wattsburg.org

Sapphire Access & Notification System Request for Staff

Please complete this form in its entirety to receive notifications from the Sapphire Notification System.
This form should be used to enter new staff and update contact information for the notification system.
Please send completed forms to Casey.Foust@Wattsburg.Org or to the District Administration Office by inter-office mail.

To be completed by Staff Member for Notifications:

☐ WASD Employee OR ☐ NON-WASD Employee; Employed By: _____

Name: _____ Building(s) you work in/with: ☐ WAEC ☐ WAMS ☐ SHS

Phone Number: _____ Phone is: ☐ Cell ☐ Home ☐ Work

Email Address: WASD Employees, your company email address will automatically be entered into the notification system. If you would like to receive notifications to an additional email address, please list it below.

Email Address: _____

To be completed by HR/Supervisor/Principal:

Position/Title: _____ ☐ Long Term Sub

Name of employee new employee is replacing: _____

---OR---

New employee should have same access as (LTS): _____

Start Date of position: _____ End Date (if applicable): _____

SIS Administrator Notes: