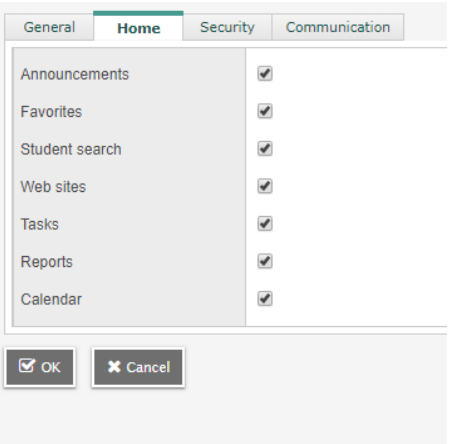
Aspen Contact Verification Workflow for Parents/Guardians

Welcome to the contact verification workflow. This contact verification workflow will allow parents to update student information online through the Aspen Family Portal. Log into the Aspen Family Portal using the parent username and password. If you need assistance with logging in, please visit How to log into the portal. Be sure to enable your browser to allow pop-ups for this site. Please maximize the pop up window to ensure you can read and review all information.
*If you are a new family to Littleton you will not need to complete this workflow at this time.

First Time using Contact Verification Workflow - Enable TASKS

The first time you use the contact verification workflow you must enable TASKS.

1. Check that you are on the Pages top tab of the Aspen portal.
2. Click on your username (top right) and select SET PREFERENCES.
3. Select the Home Tab.
4. Check Tasks.
5. Click OK



The Tasks section will now be visible.

Initiate the Contact Verification Workflow

1. Check that you are on the Pages top tab.
2. Locate TASKS (above published reports)
3. Click the +Initiate box.

STEP 1 of 3 - Initiate Workflow

1. Workflow should default to Contact Verification and today's date.
2. Use the magnifying glass to select your student.
3. Select your student.
4. Click NEXT -***You will need to initiate a new workflow for each student.***

STEP 2 of 3 - Review Information

ALL information must be reviewed and updated before clicking finish

Information on the left side of the page is current information and the information on the right side will reflect requested changes.

Student Demographics Information

You will review the Student Demographics section first.You will NOT be able to edit the name, physical or mailing address on this page. Review information for accuracy and contact your child's school for any name, or address changes.

Emergency Notification Numbers

Verify that the correct home, cell and work numbers are entered, update as necessary in the Requested changes section. Left side of the page shows Current Information, Right side of the page is Requested Changes. All phone numbers must be entered in the following format (***)***-**** These numbers are used for school delays or school closure notifications through our automated call system.

Military Family Status

Review and respond to the military family status question by selecting from the drop down menu with Yes or No. The Massachusetts State Legislature has elected to participate in the Military Interstate Compact Commission. Your participation is voluntary. Please revise military status accordingly on the right side of the page.

Insurance Type

Select the appropriate Health Insurance provider type by clicking on the drop down to the right of insurance for private, public or no insurance..

Student Contact Information

Carefully review that your student's emergency contact information is accurate and update as necessary. Contact #1 and #2 are typically parents or guardians. Contact #1 will be the primary contact in the event of an emergency and will receive access to the Aspen Family Portal and all physical mailings.. It is strongly suggested that you provide two

additional contacts in the event that we are unable to reach Contact #1 or Contact# 2. All phone numbers must be entered in the following format (***)***-****. To edit a contact click on the Emergency Priority # listed next to the contact. To add a contact click add , to delete a contact, click into the contact Priority number and enter DELETE on the bottom left.

Student Permissions

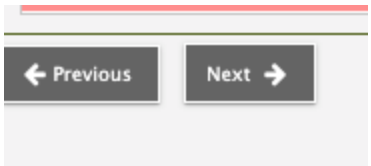
Military Information Consent for Students Grades 11 and 12 only
The Federal No Child Left Behind Act of 2002 requires Littleton High School to provide directory information such as student names, addresses and phone numbers to military recruiters when requested. You have the right to opt out of this requirement and deny disclosure of this directory information to the military by NOT putting a checkmark in the box.

Student Handbook and Policy Review

Student Handbook and Policy review and acknowledgment. Check the box as necessary that you acknowledge that you have read and agree to comply with the information provided in the Student/Parent Handbook and Technology Responsible Use documents.

Media Sharing Consent

Check the box as necessary to allow permission for “Sharing of Student Achievements” as described.
Click Next - Lower Left to go to the last step



STEP 3 of 3 - Confirmation

1. If you would like to review your information, you can click previous to go back.
2. Click Finish (lower right)!

The changes you submit will be reviewed by the school office and will be posted to your child's student record typically within 72 hours.

Important

- If you have more than one child in the Littleton Public Schools, you must initiate a Contact Verification Workflow for each child. Return to Initiate Contact Verification Workflow.
- If you have any questions, please contact your child's school .