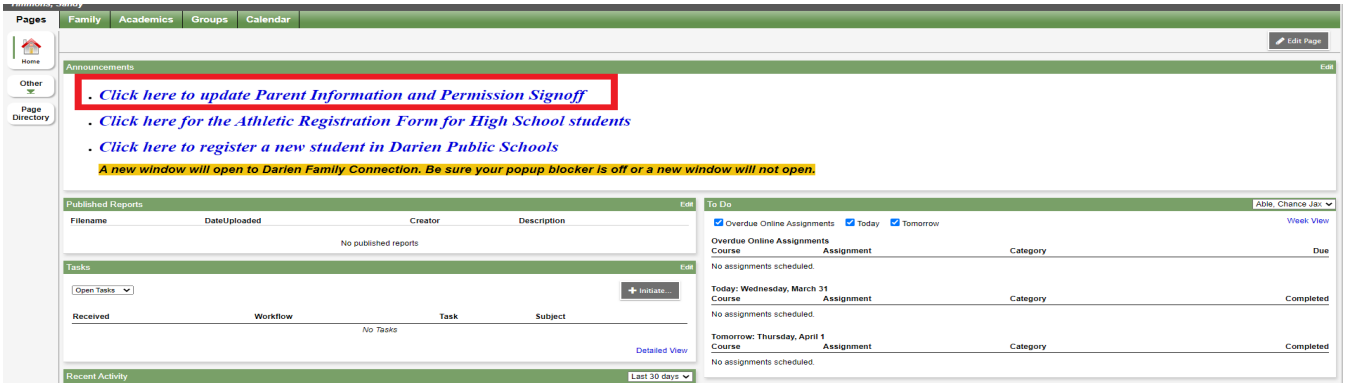
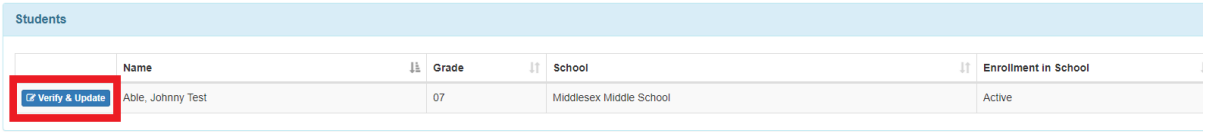
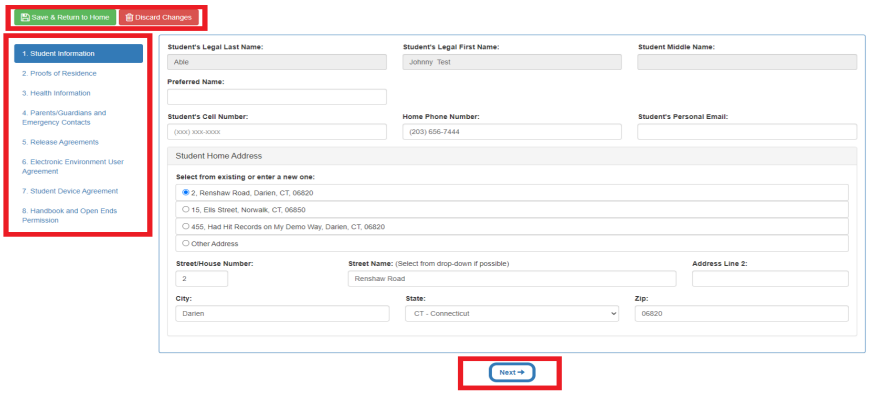
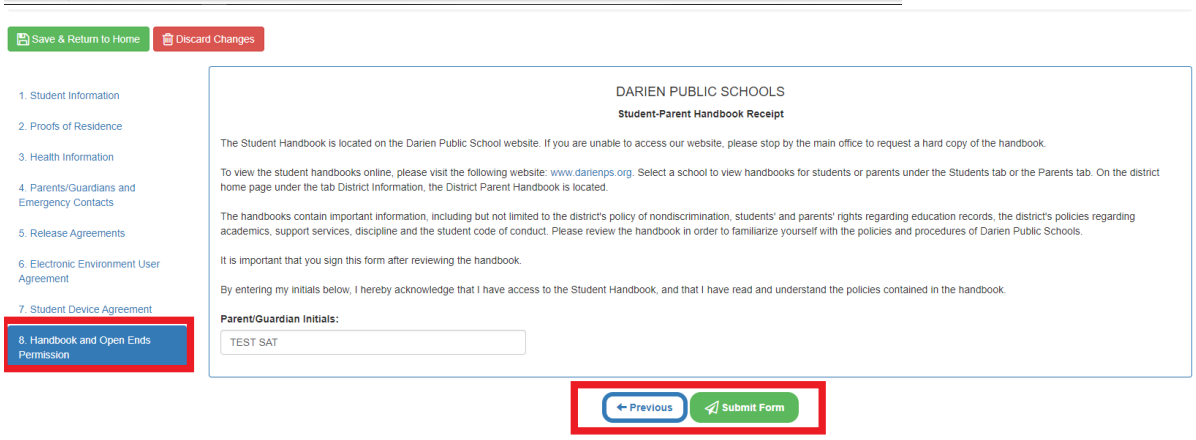
Annual verification of parent information and permission signoff:

1. **Parents must complete the following form annually per student**:
   a. The Parent Information and Permission signoff form
      1. Log into Aspen.
      2. Click on the link: Click here to update Parent Information and Permission Signoff



      3. The link will take you to Family Connections where you will select the Verify & Update button for the student.



      4. Review and update any information necessary on each of the pages of the form.
      You will be able to submit the information by selecting the Submit form on the last page.