DARIEN PUBLIC SCHOOLS

Darien, CT

STUDENT REGISTRATION PROCESS

The Darien Family Connection provides an online registration process which allows families to register new students online. Student registration forms can be saved and edited until parents choose to submit the data. Once submitted, the new student registration information will still be available for viewing; however, you will not be able to edit after submitting. Parent/guardian information will automatically populate for families who have a student currently or previously enrolled in the Darien Public Schools.

Option 1: For families with currently registered students or previously registered in District and have an Aspen Portal Account

Existing families with an active Aspen Portal Account can access the Darien Family Connection portal by logging onto their Aspen Portal account using their username and current password. To log onto Aspen: https:/aspen.darienps.org

If you have forgotten your password, select the "I forgot my password" on the log in page and one will be emailed to you. If you need further assistance, you can email Aspen support at: aspen@darienps.org

Once you have logged into your Parent Portal Aspen account, click the "here" link to begin the registration process and you will be taken to the Darien Family Connection.

Option 2: For families new to the Darien Public Schools without an Aspen Portal Account

Those families who are new to Darien Public Schools and families that do not have an active Aspen account may use the following steps to create a new account to register students:

1. Go to the Darien Family Connection: https://ct-darien.familyconn.com
2. Click **Create Account**.
3. A window will appear. Enter parent/guardian first name, last name, email address, and create a password.
4. You will receive an email requesting account information. Follow the instructions in the email to activate. *Please check your SPAM or junk folder if, after a few minutes, you do not see the email in your inbox.*

5. Once your account is active, log into the Darien Family Connection using your username (email address) and password.

6. Click on the **Register New Student** button.

7. There are 7 pages to complete. You may save the form and return to the registration at any time by selecting the green Save and Return to Home button at the top of the page. The following information will need to be completed:

a. Student information

b. Proofs of Residence

c. Release of Information

d. Health Information

e. Parent Input Form

f. Home Language Survey

g. Parents/Guardians and Emergency Contacts

Required Documents to Upload

- Deed if you own your home or contract if in the process of buying
- Signed copy of current lease agreement if you are leasing a home
- A photo ID (CT driver license or State ID) showing current Darien address
- Two secondary proofs of residence in the form of a utility bill as follows: Telephone, electric, gas, oil, cell, or cable
- Medical and Physical Examination forms completed and signed by Health Care Provider
- Immunization Record
- Child's Birth Certificate (official document with seal)
- Medication Authorization Form (If applicable)
- A copy of the custody agreement if separated or divorced of who has custody (If applicable)

How to Scan a Document using a device

The following are 2 free apps you can choose and download to easily scan documents:

1. Genius Scan
2. CamScanner

Or you can use the following steps on your iPhone or Android to scan:

1. Launch the **Notes app** on your iPhone or iPad.
2. Create a **New Note**.
3. Tap the **More** button just above the keyboard. It looks like a plus (+) symbol.
4. Tap **Scan Document** from the list of options.
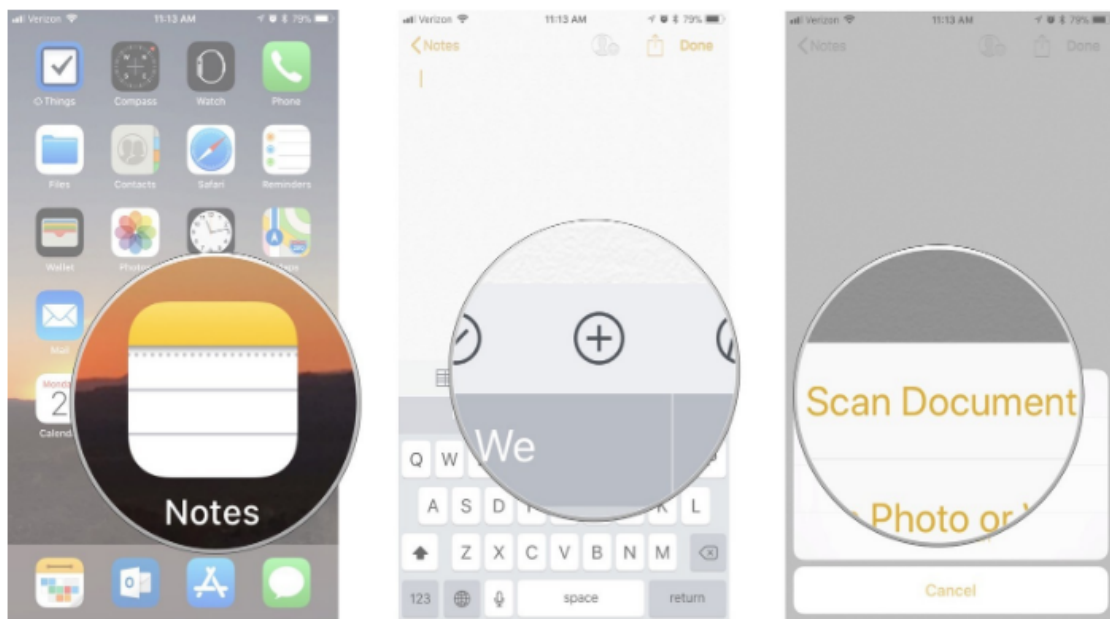
5. Line up the **document** you want to scan.
6. If the scanner doesn't automatically scan, tap the **shutter button** to manually scan the document.
7. Repeat the **step above** for each page you want to scan for a single document.

8. Tap **Save** when you've scanned all of the pages you want to include with one document.


The scanned pages will populate in a new note in the Notes app.

Scan documents like receipts, letters, and billing statements to save them as searchable PDFs on your Google Drive.

iPhone & iPad   Android   Computer

Scan a document

1. Open the Google Drive app 🔺.
2. In the bottom right, tap Add ⊕.
3. Tap Scan 📷.
4. Take a photo of the document you'd like to scan.
   - **Adjust scan area:** Tap Crop ⤵.
   - **Take photo again:** Tap Re-scan current page ↻.
   - **Scan another page:** Tap Add +.
5. To save the finished document, tap Done ✓.

Add a scanning shortcut to your Home screen

To set up a shortcut to scan documents:

1. Open your Android phone or tablet's widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your Home screen. You may be asked to select an account.
5. Choose the folder you'll save documents inside. If you want to create a folder, tap New Folder ⊞.
6. Tap **Select**. You'll see the folder name in the widget.

How to translate Family Connections to a different language
Ex: Cómo traducir Family Connections a un idioma diferente

1. **Open Google Chrome as your web browser.**

   Abre Google Chrome como tu navegador web.

2. **Using the mouse, right click on the page.**

   Con el ratón, haga clic derecho en la página.

3. **A popup window appears. Select from the menu "Translate to"**

   Aparece una ventana emergente. Seleccione del menú "Traducir a"

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to español	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I