

Online Registration Instructions

New Registrations can be submitted through the Aspen Family portal.

Before you register, gather the following documents needed for registration.

Student Documents:

- Child's Original Birth Certificate or Passport (we will make a copy)
- Most recent Physical examination (within one year)
- Immunization Record (see website for Immunization Requirements)
- Evidence of Lead Paint Screening (Pk & K only)

Evidence of Residency (must provide most recent copy of ONE of the following):

- Mortgage Statement
- Lease or Rental Agreement
- Section 8 Agreement
- Property Tax Bill

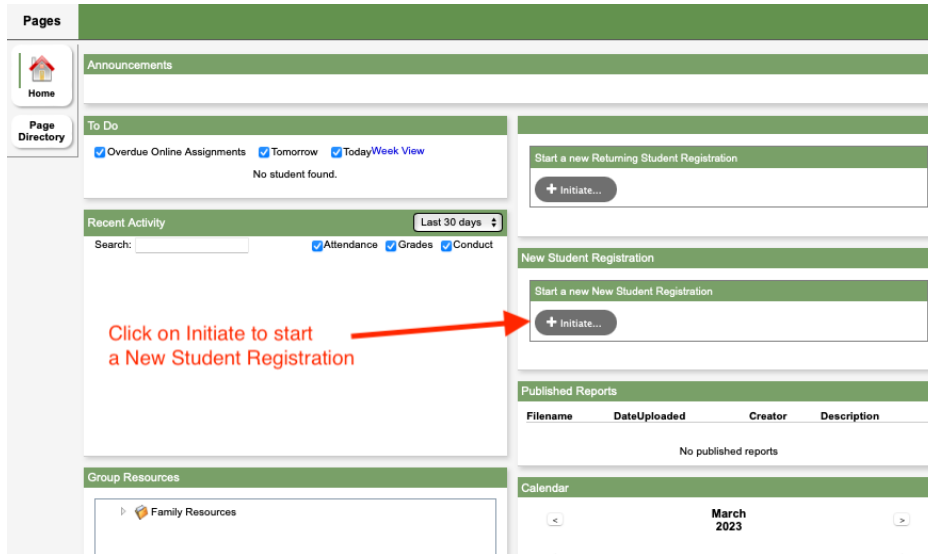
Evidence of Occupancy (must provide most recent copy of ONE of the following):

- Excise Tax Bill
- Pay Stub
- Utility bill (electric, water; not cell phone or cable)

If you are new to the district and do not have an Aspen Family portal account, you will need to create an account with Aspen before entering your child's information. For help with creating an account, [click here](#).

If you have an existing Aspen Family portal account, you will log into your Aspen Family account to initiate a new registration.

Once you have logged into your Aspen Family account, click on the Initiate button under New Student Registration. This will bring up the registration form.



The registration form will have several tabs across the top. Please read through the instructions on the first tab, then click on Next to move through each of the tabs to fill out all of the sections. Fields that have an asterisk next to them are required.

Instructions Start Student Family/Contacts Language Health Services Release of Records Additional Info Kindergarten ONLY Documents Submit

Instructions

REGISTRATION INSTRUCTIONS

- New Registrations can be submitted through the Family portal or in person at Central Office (5 School Street, Wenham). Download the form here if submitting in person: [HW_Registration_Packet.pdf](#)
- Where the form asks for a signature, please just type in your full name, including middle initial if applicable. Your completion of the file will serve as your official digital signature. By completing these forms and submitting, you agree and certify that all information you have provided therein is true and accurate.
- Supporting documents** (described on the Documents tab) should be uploaded preferably as **PDFs**. If unable to submit as a PDF file, we will also accept a picture, provided it is in a format we are able to open, easily read, and save.
- If you do not have other acceptable Evidence of Residency as specified in the Documents Checklist, you will be required to submit a notarized Affidavit of Residency. (download here: [Affidavit of Residency.pdf](#)). This form must be completed by the landlord/owner of the property where you reside. It must be signed in the presence of a Notary Public.

REGISTRATION CHECKLIST

Required Student Documents:

- Child's Birth Certificate or Passport
- Most Recent Physical examination (within one year)
- Immunization Record (requirements: <https://www.mass.gov/doc/immunization-requirements-for-school-entry-0/download>)
- Evidence of Lead Paint Screening (PreK and Kindergarten only)
- Custody or Guardianship Documents if applicable

Evidence of Residency (must provide most recent copy of ONE of the following):

- Mortgage Statement
- Lease or Rental Agreement
- Section 8 Agreement
- Property Tax Bill

Evidence of Occupancy (must provide most recent copy of ONE of the following):

- Excise Tax Bill
- Pay Stub
- Utility bill (electric, water, not cell phone or cable)

Evidence of Identity of Parent/Guardian (must provide most recent copy of ONE of the following valid government-issued photo identifications):

- Driver's License
- Passport
- Government-issued photo ID

RECOMMENDED

- Transcript or current report card
- Discipline records
- MCAS Scores
- IEP or 504 Plan (if applicable)

Please contact Jennifer Caufield, j.caufield@hwschools.net with any questions.

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.

← Previous Save & Close Next → ✕ Cancel

At any time, you may Save and Close your form and return to it later.

To resume filling out the registration form, log back into Aspen, then click on the green check under Actions.

Click on the green check mark under Actions to resume working on the registration form.

Clicking on the red X will delete the form in progress.

Name	Grade	School > Name	Worked Phase	Actions
Student, Test			Not submitted	✓ ✗

After you have completed each section, uploaded your documents, and digitally signed the form, click on Submit.

Once your documents have been reviewed and approved, you will receive an automated email stating either:

1. All required documents have been received and your registration is complete.
- Or,
2. Your registration is not complete, and you have missing requirements/documents.

Once your registration is approved, it will be forwarded to the principals for review and placement. Please note: most placements will be determined in late June.

If you have any questions or concerns, please reach out to Jen Caufield –

j.caufield@hwschools.net