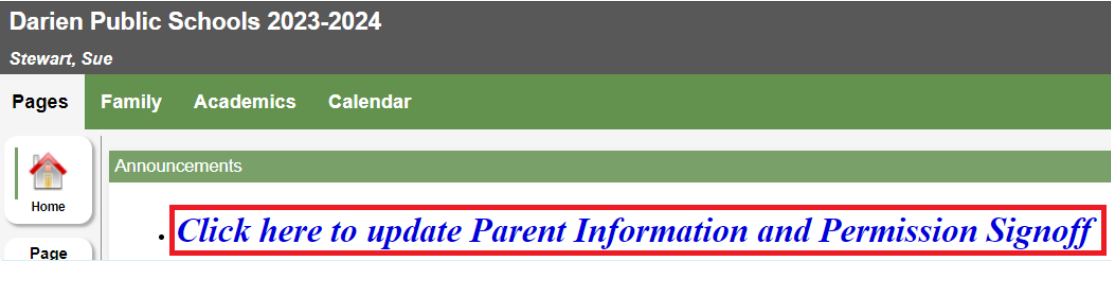
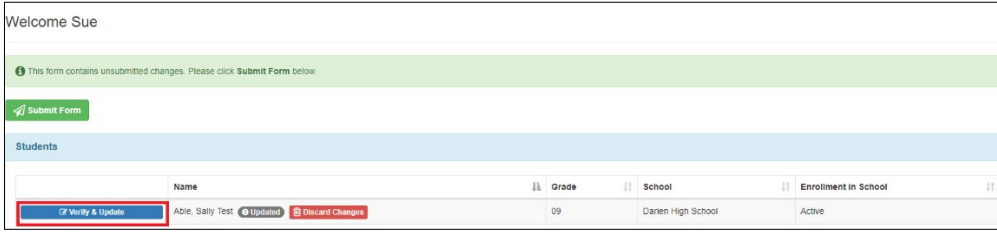


## How to Opt In/Out of Darien Public Schools 2023-2024 Transportation

Step	Instruction										
1	<p>Log into Aspen:</p> <ul style="list-style-type: none"> <li>➤ If you already have an Aspen Account, click the link <a href="https://www.darienps.org/parents/aspens-student-information-system">https://www.darienps.org/parents/aspens-student-information-system</a> and select <b>Aspen Portal</b>. Your Login ID is typically your first initial to your first name and then your last name in <b>lower case letters</b>. For example, for Sue Stewart the Login ID is sstewart.</li> <li>➤ If you do not have an Aspen account, click the link <a href="https://www.darienps.org/parents/aspens-student-information-system">https://www.darienps.org/parents/aspens-student-information-system</a> and select <b>Aspen Signup</b>. Complete the form and an Aspen account will be created for you within 48 hours and an email will be sent with your Aspen account information.</li> </ul> <p>Note: If you are unable to access ASPEN or require additional support for another reason, open a helpdesk ticket by following the link <a href="https://darien.jitbit.com/helpdesk/Tickets/New">https://darien.jitbit.com/helpdesk/Tickets/New</a></p>										
2	<p>On the Home tab, click on the <b>Click here to update Parent Information and Permission Signoff</b> link.</p>  <p>The screenshot shows the Aspen Parent Portal interface. At the top, it says 'Darien Public Schools 2023-2024' and 'Stewart, Sue'. Below that are navigation tabs for 'Pages', 'Family', 'Academics', and 'Calendar'. Under the 'Announcements' section, there is a link that reads 'Click here to update Parent Information and Permission Signoff', which is highlighted with a red rectangular box.</p>										
3	<p>Click the <b>Verify &amp; Update</b> button to the left of the student's name:</p>  <p>The screenshot shows a 'Students' table with columns for Name, Grade, School, and Enrollment in School. The first row contains the student 'Able, Sally Test' in grade 09 at Darien High School, with an 'Active' enrollment status. A red box highlights the 'Verify &amp; Update' button located to the left of the student's name.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 40%;">Name</th> <th style="width: 10%;">Grade</th> <th style="width: 15%;">School</th> <th style="width: 20%;">Enrollment in School</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Verify &amp; Update</td> <td>Able, Sally Test</td> <td style="text-align: center;">09</td> <td>Darien High School</td> <td style="text-align: center;">Active</td> </tr> </tbody> </table>		Name	Grade	School	Enrollment in School	Verify & Update	Able, Sally Test	09	Darien High School	Active
	Name	Grade	School	Enrollment in School							
Verify & Update	Able, Sally Test	09	Darien High School	Active							

4 Follow the prompts on each page, entering or editing informaton as need. On the Handbook page, enter your initials and click **Submit Form**:

Home / Student: Able, Sally Test

Save & Return to Home Discard Changes

1. Student Information  
2. Proofs of Residence  
3. Health Information  
4. Parents/Guardians and Emergency Contacts  
5. Release Agreements  
6. Electronic Environment User Agreement  
7. Student Device Agreement  
8. Handbook

DARIEN PUBLIC SCHOOLS  
Student-Parent Handbook Receipt

The Student Handbook is located on the Darien Public School website. If you are unable to access our website, please stop by the main office to request a hard copy of the handbook.

To view the student handbooks online, please visit the following website: <https://www.dariens.org/district-information/student-handbooks>.

The handbooks contain important information, including but not limited to the district's policy of nondiscrimination, students' and parents' rights regarding education records, the district's policies regarding academics, support services, discipline and the student code of conduct. Please review the handbook in order to familiarize yourself with the policies and procedures of Darien Public Schools.

It is important that you sign this form after reviewing the handbook.

By entering my initials below, I hereby acknowledge that I have access to the Student Handbook, and that I have read and understand the policies contained in the handbook.

Parent/Guardian Initials:  
SS

Previous Submit Form

***\*If you have more than one student in your family, you must repeat steps 3 through 4 for each student.***

5 Locate the Student ID needed for the Darien Public Schools 2023-2024 Transportation Opt in/Opt out Request form (in step 7) by going to the **Family** tab and clicking on a student name to open their record:

Darien Public Schools 2023-2024

Able, Stephen

Pages Family Academics Groups Calendar

Students

Details Options Reports Help

Contacts

Daily Attendance

Health

Conduct

Transcript

Assessments

Name

Able, Brian

Able, Chanson

Able, Johnny Test

Able, Sally Test

6 Make a note of the student's Local ID (Identifier) number for the Transportation Opt in/out form (needed for Step 7):

Students :: 09 - Able, Brian 504

Details Options Reports Help

Contacts Cancel

Daily Attendance Demographics Addresses Ethnicity

Health

Conduct

Transcript

First name Brian

Middle name

Last name Able

Local identifier 103183

7 Open the following URL to access the Darien Public Schools 2023-2024 Transportation Opt in/Opt out Request form:

[https://docs.google.com/forms/d/e/1FAIpQLSe2VRxgm0pFo7n\\_bbW-VGYDqjYrV0stVfWckzs4n-o35v8qpw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe2VRxgm0pFo7n_bbW-VGYDqjYrV0stVfWckzs4n-o35v8qpw/viewform)

