



ASPEN

Parent Portal CSS Contact Verification Workflow Procedures

The workflow is intended for parent/guardian to update (by student) the following data elements:

- Physical Address Change
- Emergency Contact changes (add/delete/change)
- Handbook Acknowledgement
- Can student be photographed
- Can the district share information with PSO/CEF
- Military Status

How To:

Log into ASPEN with your parent ID

- If you do not remember your parent ID please reach out to your perspective school main offices for assistance in logging in;


Click Initiate :

The screenshot shows the ASPEN Parent Portal interface. A red arrow points from the text "Click Initiate :" to the "+ Initiate..." button in the "Tasks" section. The interface includes a navigation bar with "Family", "Academics", "Groups", and "Calendar". Below the navigation bar are sections for "Announcements", "Banner", and "Tasks". The "Tasks" section has a dropdown menu for "Open Tests" and a "+ Initiate..." button. Below the "Tasks" section is a large empty box. At the bottom, there are sections for "Recent Activity" with a search box and filters for "Attendance", "Grades", and "Conduct", and "Published Reports" with a table header and a "No published reports" message. A link "Click to view academic information" is at the bottom right.




ASPEN

Parent Portal CSS Contact Verification Workflow Procedures


STEP 1 ensure the Workflow is Contact Verification – FSS from the drop down; select the search button  which will then provide you with a screen to select your student;

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	Contact Verification - FSS
Date	8/18/2022
Student	<input type="text" value="Q"/> 

Rectangular Snip

Select student to update:

3 records 

	Name	YOG	Homeroom
<input checked="" type="radio"/>	Student Name		
<input type="radio"/>	Student Name		
<input type="radio"/>	Student Name		

Click OK

Click Next



ASPEN

Parent Portal CSS Contact Verification Workflow Procedures

STEP 2 of 3

Once you have selected a student the next screen will allow you the following:

- Update Physical Address
- Emergency Contact changes (add/delete/change)
 - To ADD a contact click the ADD button on the lower right of panel and follow prompts
 - To DELETE click on the contact NAME you want to delete, then type DELETE in the pink ribbon at the bottom of the page.

Current Information		Requested Changes	
Name and Relationship		Name and Relationship	
Emergency Priority	5	Emergency Priority	<input type="text" value="5"/>
Last Name	Wood	Last Name	Wood
First Name	Natale	First Name	Natale
Relationship	Aunt	Relationship	Aunt
Lives With Student?	N	Lives With Student?	<input type="checkbox"/>
Receive Email?	N	Receive Email?	<input type="checkbox"/>
Receive Grade Mailing?	N	Receive Grade Mailing?	<input type="checkbox"/>
Receive Conduct Mailing?	N	Receive Conduct Mailing?	<input type="checkbox"/>
Receive Other Mailing?	N	Receive Other Mailing?	<input type="checkbox"/>
Physical Address		Physical Address	
Street	<input type="text"/>	Street	<input type="text"/>
Apt	<input type="text"/>	Apt	<input type="text"/>
City, State, Zip	<input type="text"/>	City, State, Zip	<input type="text"/>
Phone and E-Mail		Phone and E-Mail	
Home Phone: (Phone01) if also cell please update both fields	(617) 526-4541	Home Phone: (Phone02)	<input type="text" value="(617) 526-4541"/>
Work Phone: (Phone02)	<input type="text"/>	Work Phone: (Phone02)	<input type="text"/>
Cell Phone: (Phone03)	<input type="text"/>	Cell Phone: (Phone03)	<input type="text"/>
Primary email address	<input type="text"/>	Primary email address	<input type="text"/>
Secondary email address	<input type="text"/>	Secondary email address	<input type="text"/>

Request to remove this contact - Please type 'Delete'

Delete



ASPEN

Parent Portal CSS Contact Verification Workflow Procedures

Initiate Workflow: Details Step 2 of 3

Contact Verification - FSS Details for Higgins, Christopher

Student Demographic Information

Current Information Student Information: Student Physical Address: Street: Apt: City, State Zip: Student Mailing Address: Mailing Street Mailing Apt. Mailing City, State Zip Student Phone(s) Home Phone: (Phone01) Cell Phone: (Phone02) Other Phone: (Phone03)	Current Address data in ASPEN	Requested Changes Student Information: Student Physical Address: Street: Apt: City, State Zip: Student Mailing Address: Mailing Street Mailing Apt. Mailing City, State Zip Student Phone(s) Home Phone: (Phone01) Cell Phone: (Phone02) Other Phone: (Phone03)	Update address information pending proof of address change by administration
---	--	---	---

Student Contact Information

Use this section to update current contacts by clicking on the contact's last name.

Emergency Priority	Last name	First name	Relationship	Lives With	Request Delete
<input type="checkbox"/> 1	<input type="text"/>	<input type="text"/>	Mother	Y	
<input type="checkbox"/> 2	<input type="text"/>	<input type="text"/>	Father	Y	

Use this section to add new contacts.

Last Name Req	First Name Req	Relationship Req	Lives With Req
No matching records			

Section 1B

- Handbook Acknowledgement
- Can student be photographed
- Can the district share information with PSO/CEF
- Military Status



ASPEN

Parent Portal CSS Contact Verification Workflow Procedures

HANDBOOK ACKNOWLEDGEMENT AND PERMISSIONS FORM

PARENT/GUARDIAN ACKNOWLEDGEMENT.

I have read and I understand the regulations and policies of the Cohasset Public Schools contained in the School and District Handbooks as they pertain to my student. Both handbooks can be found online under the Family Resources tab of the school website.

I understand that my student is responsible for following the regulations and policies of the School and the Cohasset Public Schools. This includes the Student and Parent Network Access and Technology Agreement which is detailed in the District Handbook.

I am aware of my role as parent/guardian with regard to attendance, tardiness, family vacations, dismissals, exams, technology use, and the discipline policy.

STUDENT ACKNOWLEDGEMENT

I have read and I understand the regulations and policies of the Cohasset Public Schools contained in the School and District Handbooks for 2021-2022. I understand that I am responsible for following the regulations and policies of the School and the Cohasset Public Schools. This includes the Student and Parent Network Access and Technology Agreement which is detailed in the District Handbook. Both handbooks can be found online under the Family Resources tab of the school website.

I am aware that hazing, harassment, and bullying in any form are prohibited within Cohasset Public Schools.

Student Handbook Acknowledgment.

Date of Handbook Acknowledgement:

Please Sign Here: *

Parent/Guardian Permission for Use of Student's Photo, Likeness, and/or Voice for Current School Year and Email Use

This form is used to establish formal parental permission for student participation in school, PSO, and CEF areas where pictures are taken, voices are recorded, and/or video recordings are made.

Check box if you wish your student NOT to be photographed including yearbook, voice recorded, or video recorded in school.

Check box if you DO NOT want to be contacted or have your information shared with Cohasset Parent School Organizations or Cohasset Education Foundation.

Military Families

The District of Cohasset supports our military families. Please select to let us know if a member of your household has served in the United States Military.

LEGAL ACKNOWLEDGEMENT: I acknowledge that I have the legal right to make any changes made to this form. *

Signature Name: * Date *

Click Next



ASPEN

Parent Portal CSS Contact Verification Workflow Procedures

STEP 3 is to Initiate Workflow: Confirmation

Initiate Workflow: Confirmation **Step 3 of 3**

Workflow	Contact Verification - FSS
Student	<input type="text" value="Student Name"/>
Date	8/18/2022

Regular School

← PreviousNext →▶ Finish✕ Cancel

Click Finish! Repeat steps if you have more than one student.