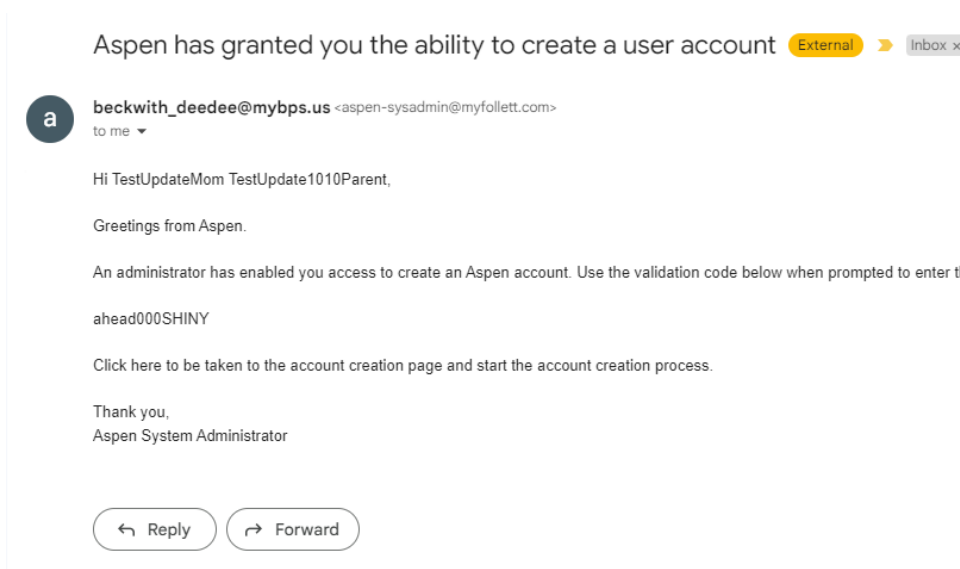


Actualización de la Información del Estudiante en Aspen

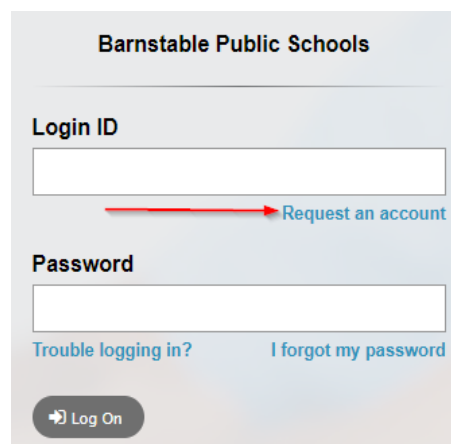
Cómo crear una Nueva Cuenta de Padre/Madre/Tutor en Aspen

Si inicia sesión con los datos de su alumno, no podrá acceder a la inscripción de nuevos alumnos ni a la actualización anual. Necesita tener una cuenta de padre/tutor.

- Primero recibirás un correo electrónico que contendrá tu código especial. El título del correo electrónico será la primera línea: "Aspen le ha concedido la posibilidad de crear una cuenta de usuario".
- Este es un ejemplo del correo electrónico que recibirá con su código. El título del correo electrónico será la primera línea: "Aspen le ha concedido la posibilidad de crear una cuenta de usuario".



- Haga clic en el enlace de Aspen <https://ma-barnstable.myfollett.com/aspen/logon.do> -Elija Solicitar una cuenta:

A screenshot of the Barnstable Public Schools login page. The page has a header "Barnstable Public Schools". Below it are two input fields: "Login ID" and "Password". A red arrow points from the "Login ID" field to a link that says "Request an account". Below the "Password" field are two links: "Trouble logging in?" and "I forgot my password". At the bottom is a "Log On" button.

- Elija "Soy un padre nuevo en Aspen" esto significa que tiene estudiantes actuales en Aspen PERO no tiene una cuenta en Aspen.

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

I am a parent new to Aspen
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Next Step → Close

- Introduzca el código especial, su apellido y su Número de teléfono. Los 3 espacios deben corresponder a lo que está en Aspen. Si recibe un error, inténtalo con otro número de teléfono, por ejemplo, su teléfono fijo.

Validation Information

These fields uniquely identify you within Aspen. The system will link up your information already in the system. The data must match 100% to continue.

Security code * ahead000SHINY

Last name * TestUpdate1010Parent

Phone 1 *

← Previous Step Next Step →

- En este paso puede corregir el número de teléfono.

Create Your Aspen Account

Please review the existing information below. For fields which can be updated, please change the information if it is incorrect.

First name	TestUpdateMom
Last name	TestUpdate1010Parent
Address line 1	
Address line 2	
City (DOE14)	
State/province	
Postal code	
Phone 1 *	

← Previous Step Next Step → ✕ Close

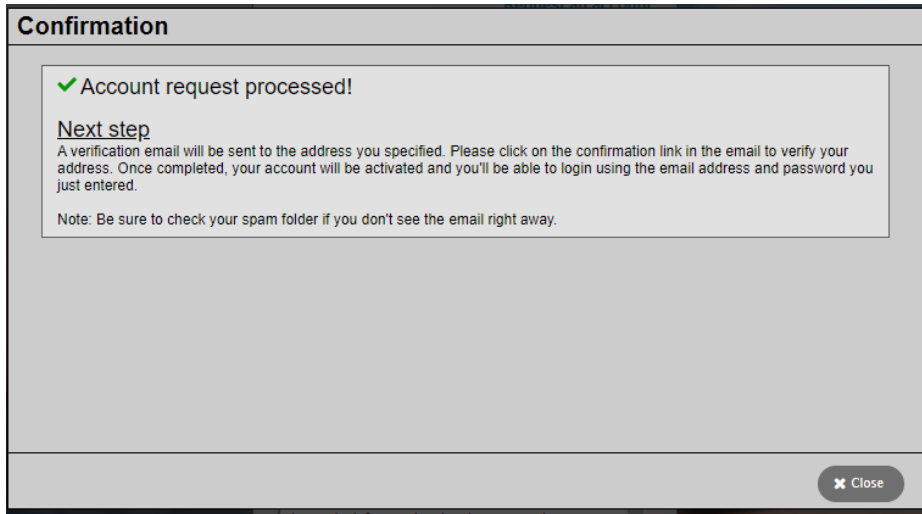
- Introduzca los datos de su nueva cuenta. Su correo electrónico principal se convertirá en su ID (Identificación) de Inicio en Aspen y ESCRIBA su nueva contraseña. No tendremos acceso a su contraseña en Aspen. Elige tu pregunta y respuesta de seguridad - necesitarás esta información para restablecer tu contraseña si es necesario.
 - Haga clic en el enlace Requisitos para ver los requisitos para la contraseña. Si no cumple los requisitos, recibirá un error. Hay varias preguntas de seguridad para elegir en el menú de selección.

Account Information

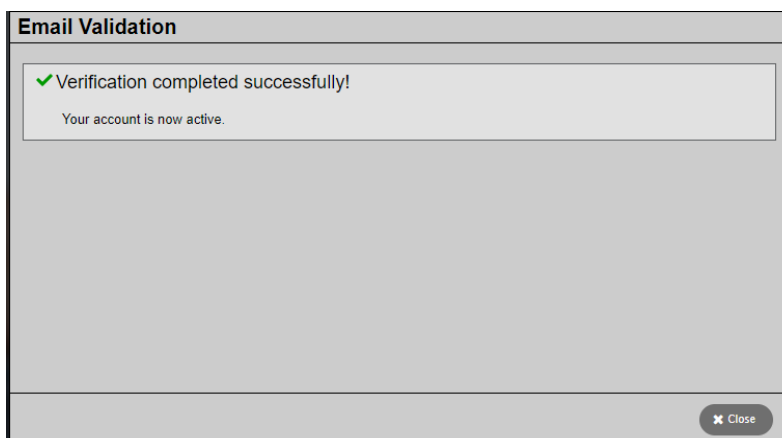
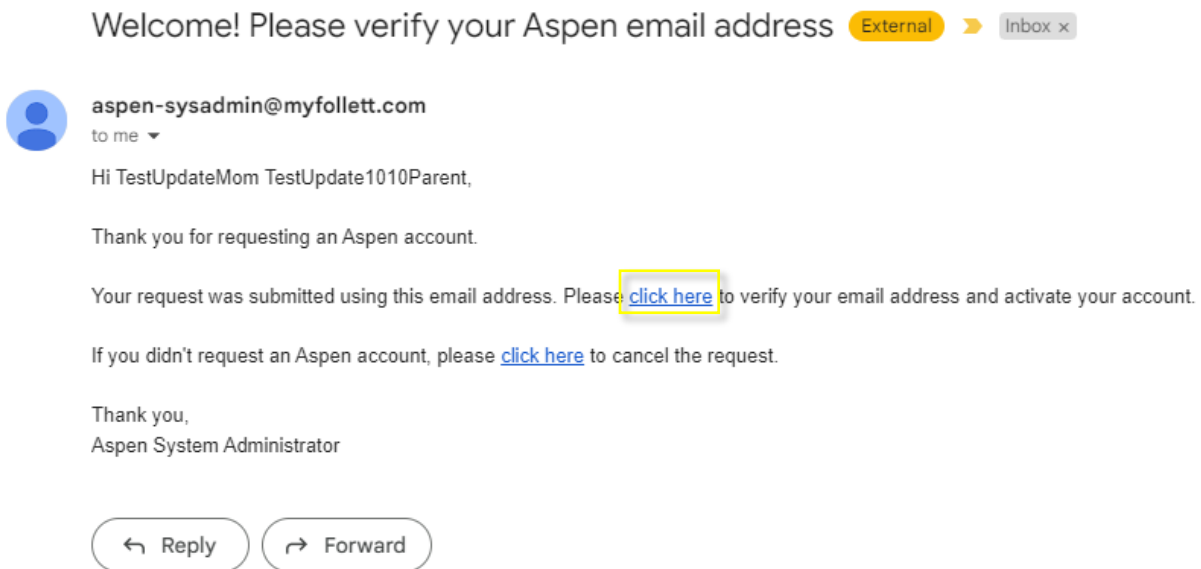
Please fill in your user account information below.

Primary email *	
Confirm email *	
Password * Requirements
Confirm Password *
Security question *	What is your mother's maiden name? ▼
Security answer *
Confirm answer *

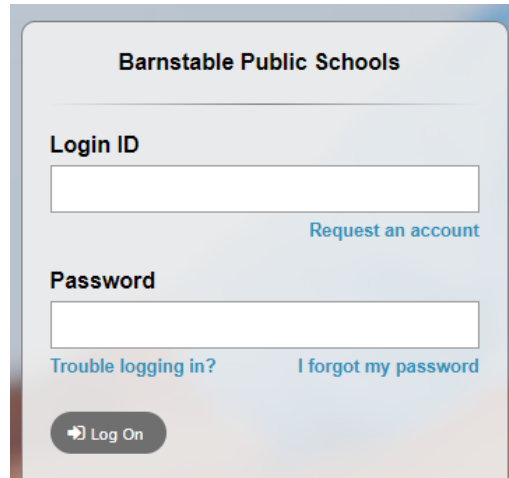
← Previous Step Create My Account ✕ Close



- Recibirá un correo electrónico de verificación de Aspen para completar el proceso de nueva cuenta. El título del correo electrónico será "¡Bienvenido! Por favor, verifique su dirección de correo electrónico de Aspen".



- Todo listo - Vuelve a Aspen e inicia sesión con tus nuevas credenciales. ID de Inicio en Aspen: Tu dirección de correo electrónico y la contraseña es la que acabas de crear.



The image shows a login form for Barnstable Public Schools. At the top, the text "Barnstable Public Schools" is centered. Below this, there is a section for "Login ID" with a text input field. To the right of the input field is a blue link that says "Request an account". Below the "Login ID" section is a section for "Password" with another text input field. Below the password input field are two blue links: "Trouble logging in?" and "I forgot my password". At the bottom of the form is a dark grey button with a right-pointing arrow and the text "Log On".

Actualizar la Información de Su(s) Estudiante(s)

- Después de iniciar sesión en Aspen con su cuenta de padre/tutor, este es el estado que debería tener su pantalla. Ya está todo listo para iniciar la Actualización Anual de su(s) alumno(s). Haga clic en Iniciar:

Barnstable Public Schools 2023-2024

Pages Family Academics Groups Calendar

Home

Page Directory

Calendar

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Published Reports

Filename	DateUploaded	Creator	Description
BHS Progress Report	24 KB	10/10/2023 2:09 PM	BHS, Email BHS Progress Reports TestCase52, Test [1 - 1 of 1]

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
TestCase52, Test	Not Submitted	✓ ✗
TestCase52, Test	Accepted	

New Student Registration

Start a new New Student Registration

+ Initiate...

- Elija el estudiante que desea actualizar - si tiene más de un estudiante, todos deberían aparecer en la siguiente pantalla.

1 record

Name	YOG	Homeroom
TestUpdate1010, TestUpdate	2033	

OK Cancel

Si tiene múltiples estudiantes, tendrá que presentar la actualización anual por separado para cada estudiante.

- Siga las instrucciones cuidadosamente. Usted trabajará a través de las PESTAÑAS que están delineadas en ROJO. No tiene que terminar toda la Actualización de una vez, siempre puede volver y terminar su trabajo - sus cambios se guardarán cada vez que haga clic en el botón Siguiente o Guardar y Cerrar.

← Previous Save & Close Next → × Cancel

Student Family/Contacts Health Additional Info Documents Submit

Instructions

Welcome to Barnstable Public Schools Annual Update process. This process is used to update student information such as contact, address and medical contact information on your student(s). Please pay particular attention to phone number and email address as those are the primary means of communication for our schools.

You must be the primary guardian that the student resides with in order to make any student changes. If you need to change the primary guardian, documentation to your student's school.

Please complete each of the tabs and then click Submit when finished. You can click on each question or tab. Fields shaded gray are read-only; you cannot type a red asterisk. A Save & Close, Previous and Next button are at the bottom of each page. Data will be saved when you click any of the buttons. If you need to stop, click Save & Close.

When you have reviewed or completed all of the data on the tab, please select 'Yes' on the question at the bottom of the page "Reviewed all fields."

Student Information

Student Name	TestUpdate1010, TestUpdate	(If you need to change your child's name, please contact the school and provide the necessary documentation)
Date of birth	7/10/2015	Age 8
Grade Level	03	
Local ID	171737	

Address Information

- Al final de cada página se le pedirá que seleccione Sí para indicar que ha revisado los datos de cada página.

Phone Information

Enter the primary phone number (e.g., home). Contact numbers will be entered in the following order:

Phone 1 (home/cell)

Phone 2 (home/cell)

Housing / Residence

The McKinney-Vento Act is a federal law guaranteeing all children and youth Protection under the McKinney-Vento Act extends to those who lack a fixed, For more information, please click [here](#)

Is your current address a temporary living arrangement?

Where is the student presently living?

Reviewed all fields * **Yes**

← Previous Save & Close Next → × Cancel

- Pestaña de Familia/Contactos - puede actualizar su propia información y espacios limitados de otros contactos haciendo clic en el número resaltado a la izquierda de su nombre. Si necesita eliminar o actualizar más información sobre otros contactos, deberá llamar a la escuela de sus alumnos.

← Previous
Save & Close
Next →
✕ Cancel

Student
Family/Contacts
Health
Additional Info
Documents
Submit

Parent/Guardian/Other Contact

Click on the number to the left of your name to complete your own record(s), then select **Add** to add any additional contacts for the student.

Only 1 person per contact number

#	First Name	Last Name	Relationship
No matching records			

#	First Name	Last Name	Relationship
1	TestUpdateMom	TestUpdate1010Parent	Mother
2	TestDad	Beckwith	Father

+ Add

Legal Information

Has any of the legal information below changed? * No

Is there a protection order/restraining order in effect for this student? * No

Is there a legal custody agreement, divorce decree with custody arrangements, or a caregiver affidavit in place for this student? * No

If you answered Yes to either of the questions above, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.

Reviewed all fields * Yes

← Previous
Save & Close
Next →
✕ Cancel

- Pestaña de Salud - Por favor actualice toda la información. Tendrá que elegir algo o NINGUNA/Sin Condiciones Médicas para informar en las secciones de Medicamentos e Historial Médico.

The screenshot shows a web form with two main sections: "Medications and Allergies" and "Medical Authorizations".

Medications and Allergies section:

- Question: "Have there been any changes to the medications/allergies section?" with a "No" dropdown.
- Question: "Does your child take any daily medications at home?" with a "No" dropdown.
- Text: "If yes, please list (include dosage and how often)" followed by a text input field.
- Question: "Will your child need to take any medications at school?" with a "No" dropdown.
- Text: "If yes, please list. (medication consent forms need to be signed by parent and health care provider to be given at school) <https://www.barnstable.ma.gov/...>" followed by a text input field.

Medical Authorizations section:

- Question: "Have there been any changes to the medical authorizations section?" with a "No" dropdown.
- Text: "Over the Counter Medications - I give permission for the school nurse(s) to administer the following medication(s) at school according to the Physician Consultant. I understand that I may review the written OTC protocols at any time and can call my child's school nurse for more information."
- Text: "Please check off the medication(s) you consent to have the school nurses administer to your child at school:"
- Form: A table with a "Medications" column and a "C" checkbox column. A dropdown menu is open over the "C" checkbox.
- Text: "Please type your name" followed by a text input field.
- Text: "Notification of Emergency Treatment/Transport (If, in the judgment of the school nurse, principal, assistant/associate principal, or administrator, your child needs prompt medical treatment child will be transported to the nearest hospital via emergency medical services.)"
- Text: "Please type your name" followed by a text input field.

Dropdown Menu:

- Header: "Select All 0 of 10 selected"
- Table with columns: Code, Description, State
- Items:
 - Acetaminophen ex. Tylenol
 - Antacids ex. Tums
 - Antibiotic ointment ex. bacitracin
 - Eye wash
 - Hydrocortisone cream
 - Ibuprofen ex. Advil or Motrin
 - Itch relief lotion/cream ex. Caladryl clear
 - Skin/wound cleaner ex. Bandaid antiseptic wash
 - Vaseline/lip balm
 - None
- Buttons: "OK" and "Cancel"

The screenshot shows two sections of a web form: "Health Insurance" and "Medical History".

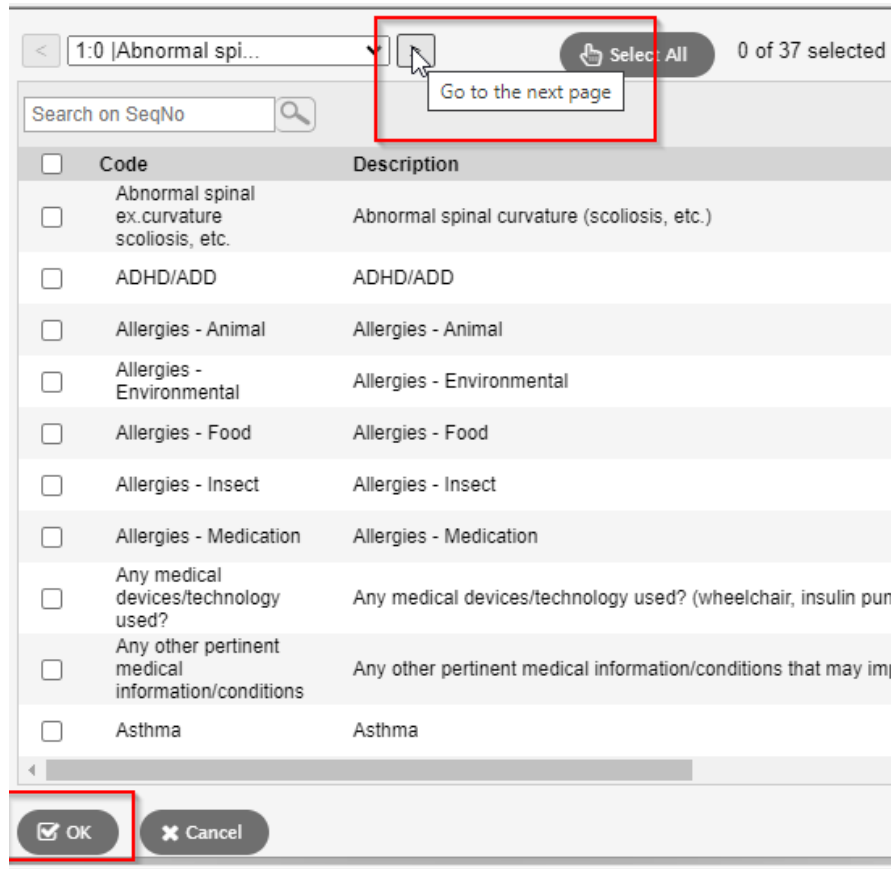
Health Insurance section:

- Section Header: "Health Insurance"
- Text: "Is your child covered by health insurance?"
- Form: "Insurance type" dropdown menu with "None" selected, and "Insurance name" text input field.
- Text: "MassHealth provides health benefits and help paying for them to qualifying children, families, seniors, and people with disabilities living in Massachusetts. For more information click here: <https://www.mass.gov/information-for-masshealth-applicants>"

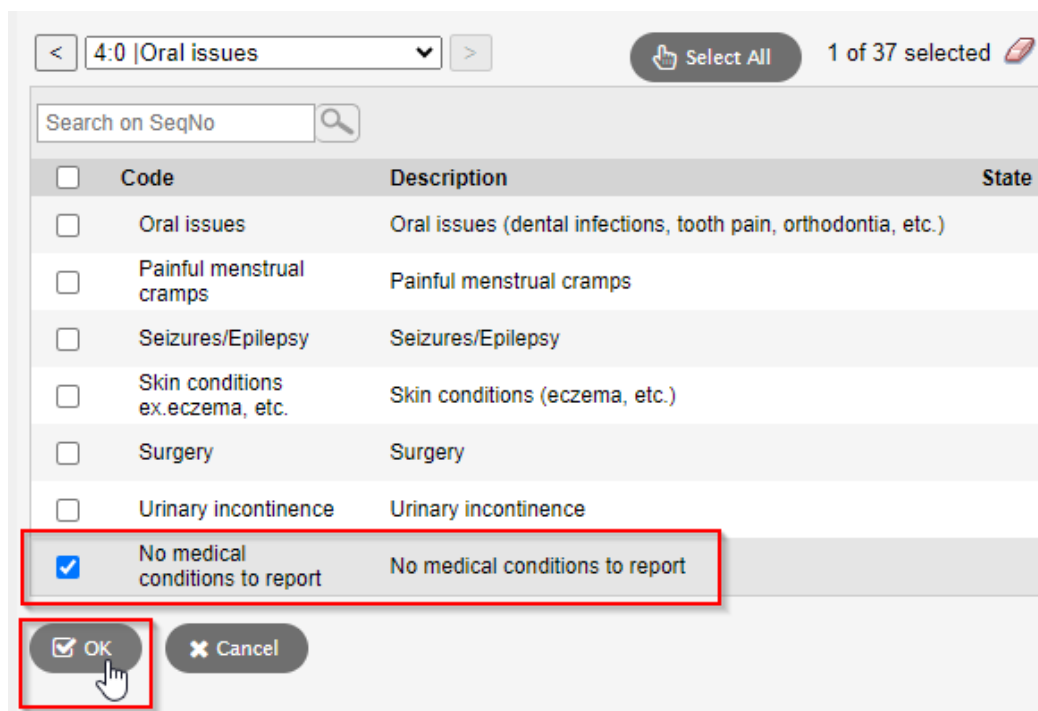
Medical History section:

- Section Header: "Medical History"
- Text: "Have there been any changes to the medical history section?" with a "No" dropdown.
- Text: "Click on the magnifier and check all that apply. If the student has no medical needs, please select 'No medical conditions to report' on the last page of choices."
- Form: A large text input field with a magnifying glass icon and a red 'X' icon in the top right corner.
- Text: "Please elaborate on any/all conditions checked off above:" followed by a text input field.

- Recorra atentamente las Condiciones Médicas. Utilice la flecha de la derecha para ir a la página siguiente.



- En la última página aparece la opción "No Hay Conditions Medicas que Reportar".



- Debe elegir SÍ en los Acuerdos Adicionales/Consentimiento para poder Enviar. Revise el manual y la política de uso aceptable si no está familiarizado con el contenido de cualquiera de estos documentos.

Additional Agreements / Consent

Indicate your agreement with or permission for each of the following

Allow use of Internet *

Agree to Student Handbook *

Please review the BPS District Handbook and the Individual School's Handbook for the school your child will be attending: <https://www.barnstable.k12.ma.us/domain/924>
I have read the contents of the Student Handbook and understand the statements, rules and regulations contained herein.

Agree to Technology Acceptable Use Policy *

Please review the policies located here: <https://www.barnstable.k12.ma.us/Page/705>
I have read the contents of the Technology Acceptable Use Policy and understand the statements, rules and regulations contained herein.

Please Note: For families that qualify and participate in the National School Lunch Program, Comcast's IT ESSENTIALS provides a low-cost Internet service, discounted computer equipment and free digital literacy training to families with at least one child eligible for free and reduced lunch.
Find more information and apply here: <https://internetessentials.com/>

- Haga Clic en Enviar para finalizar

← Previous Save & Close Next → Submit Cancel

Student Family/Contacts Health Additional Info Documents **Submit**

Click each tab and review the information. When all information is accurate and complete, click Submit.

Required documentation is listed below. If the situations do not apply to you, click Submit.

Residency Requirement: Your child must live in the town of Barnstable to attend the Barnstable Public Schools. If your child is no longer living in the town of Barnstable please contact the school.

Proof of protection order/restraining order.custody agreement/divorce decree/other legal documentation - you must these documents.

← Previous Save & Close Next → **Submit** Cancel

- Si no ha completado algo correctamente en cualquiera de las pestañas, recibirá este cuadro de error ROJO que le indica lo que falta.

← Previous Save & Close Next → Submit Cancel

Student Family/Contacts Health Additional Info Documents **Submit**

Click each tab and review the information. When all information is accurate and complete, click Submit.

Required documentation is listed below. If the situations do not apply to you, click Submit.

Residency Requirement: Your child must live in the town of Barnstable to attend the Barnstable Public Schools. If your child is no longer living in the town of Barnstable please contact the school.

Proof of protection order/restraining order.custody agreement/divorce decree/other legal documentation - you must these documents.

← Previous Save & Close Next → Submit Cancel

✘ Value required for field "Agreement with Technology Acceptable Use Policy".

Value required for field "Agreement with Student Handbook".

Value required for field "Allow use of Internet".

- Una vez Enviado, el Asistente Administrativo (AA) de su escuela revisará la información.
 - Si no hay preguntas sobre la información o la residencia, la AA aceptará la actualización y usted verá un cambio de estado en el portal familiar a Aceptado.

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
Teststudentml17, testml17	Accepted	

- Si falta algo, la AA Negará la Actualización y usted verá un cambio de estado en el portal familiar a Negado. La/El AA se pondrá en contacto con usted.

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
Teststudentml17, testml17	Deny	

Por favor, utilice este proceso cada vez que necesite cambiar la información de su estudiante(s). A continuación se muestra un ejemplo de un padre/tutor completar la actualización anual varias veces durante el año.

Annual Update

Start a new Annual Update process

+ Initiate...

Resume working on any Annual Update process that has already been started

Name	WorkflowPhase	Actions
Teststudentml17, testml17	Accepted	
Teststudentml17, testml17	Accepted	
Teststudentml17, testml17	Accepted	

La actualización anual se desactivará en verano para que el personal pueda prepararse para el próximo curso escolar. Las escuelas enviarán una comunicación cuando esté disponible al inicio del nuevo curso escolar.