## Update Student Information in Aspen

• The first step is to create an Aspen account, click on this link to start the process https://ma-barnstable.myfollett.com/aspen-login/?deploymentId=ma-barnstable

	English 🗸
<b>\$ Foll</b>	ett Aspen
Barnstab	ble Public Schools
Login ID	
	Trouble logging in?
Log In	Request Account
Log In	OR Request Account

• Click here if you are NEW to Aspen:

## **Create Your Aspen Account**

<u>Click or tap here</u> if you are new to the district and the system doesn't contain any of your informatio.

Click or tap here to have the account verification email resent.

• Click here if you already have an account and you need to verify the email address:

## **Create Your Aspen Account**

♨

<u>Click or tap here</u> if you are new to the district and the system doesn't contain any of your information.

<u>Click or tap here</u> to have the account verification email resent.

• Please fill in all Personal and Account Information and Click Next then Click Create My Account:

Create Your Asses Assessed	Create Your Assess Assessme
Create Your Aspen Account	Create Your Aspen Account
PERSONAL INFORMATION ACCOUNT INFORMATION	PERSONAL INFORMATION ACCOUNT INFORMATION
First Name	Primary Email
Redor	lam29 iiilijäpral com
Last Name	Confirm Email
ligen	Antitation and a second
Address Line 1	
22 Anthen Read	Password Requirements
Address Line 2 (Optional	0
South Yarmouth, NN 82004	Confirm Password
City	•••••
fouth Yarmath *	Security Question
State/Province	What is your mother's maiden name? -
	Security Answer
Postal Code	••••••
	Confirm Security Anounce
Primary Phone	
101027-041000	Previous Next Close
Previous Next Close	Create My Account

• Your account has been created and an email verification has been sent to the primary email address you provided.

Creat	e Your Aspen Account			
Account Request Processed! A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email and password you just entered.				
	Walcomall Places waifs your Access amail address a music			
	Aspen Support career-predminimedalations			
-	to me III			
	Hi Robin Lynn,			
	Thank you for requesting an Aspen account.			
	Your request was submitted using this email address. Please click here to verify your email address and activate your account.			
	If you didn't request an Aspen account, please click here to cancel the request.			
	Thank you, Aspen System Administrator			
Accou	Int Verification			
Verificatio	on completed successfully!			
Your acco	punt is now active.			
	Close			

Go back to Aspen and log on with your new credentials. Login ID = email address and your password is the one you just created.

Update your student (s) information:

• Click on Forms and New to start

í	്പ Home	>	Forms for TestStudent71, TestRW8 -		
6	Assign	ments >	NAME	ACTIONS	STATUS
8	Attenda	ance >	Returning Student Registration	New	Not Started
Ē	Classes	s >		J	
Ē	Calenda	ar >			
ŧ	Forms	>			
å	New St	udent >			

- Follow the directions very carefully. You will be working through the TABS that are outlined in RED. You do not have to finish the entire Update at once, you can always come back and finish your work your changes will be saved each time you click the Save & Close button on the bottom of the page.
- If you are using a mobile device such as a phone or tablet, the arrows will be at the bottom of the screen.



• Family/Contacts Tab – You can update your own information and limited fields on the other contacts by clicking on the + sign to open the record. If you need to delete or update more information – Please contact your school directly.

Home	>	< Forms	¢
Assignments			
ging Attendance			
E Classes		STUDENT FAILUYCONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBINIT	
Calendar	>	Parent / Guardian / Other Contact	
Forms	>	Click on the + to the left of your name to complete your own record(s), then click on the + to the left of the other contact(s) to complete their record(s). Click Add to add any additional contacts for the student.	
A New Student		To delete any contacts, please contact your student's school.	
		Only 1 contact per priority	
			Add
		C man and a man	
		© 2 - hat Donland - had Donland 1 - Booline	
		© 4 Robert Manager Aug	

• Health Tab – Please update ALL information. You will need to choose something or NONE/No Medical Conditions to report in the Medications and Medical History sections.

ි Home	>	< Forms
Assignments		
Attendance		
Er Classes		STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBMIT
Calendar		Medical Providers
Forms	>	Have there been any changes to the medical providers section?
A New Student	>	Select options
		Physician Name
		SP Dr
		Physician phono
		666-666-

• Additional Info Tab – Please review the handbook and acceptable use policies if you are unfamiliar with the contents of either document.

ŝ	Home	>	< Forms
Ø	Assignments		
å	Attendance		
Ē	Classes		STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBMIT
ŧ	Calendar		Additional Student Information
ŧ	Forms	>	Is this student a military dependent? If so, select type:
گ	New Student	>	Not enrolled as Member of a Military family
			Children who ARE eligible for assistance under the Interstate Compact on Educational Opportunity for Military Children: Active duty members of the uniformed services, National Guard and Reserve on active duty orders Members who die on active duty Veterans who are nedically discharged or retired for (1) year Veterans who have been severely injured and medically discharged Children who ARE NOT eligible for assistance under the Interstate Compact on Educational Opportunity for Military Children: Inactive members of the National Guard and Reserves

• Documents Tab – Please Add any supporting documents.

ි	Home	>	< Forms		
C?	Assignments	>			
âŝ	Attendance	>			
Ē	Classes	>	STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO		
臣	Calendar	>	Documentation		
Ð	Forms	>	Required Documentation for Returning Students to Barnstable		
Å	New Student	>	If you have changed your physical address and moved out of the town of Barnstable, please complete the school choice application form located here: htt	<u>ps:/</u>	
			If you have recently moved into Barnstable or moved to a different town within Barnstable, families submitting a change of address must demonstrate Bar A photo ID is also required. In order to verify residency, the District reserves the right to request additional documents and/or to conduct an investigation i Because residency can change for students and their families during the school year, the District may verify residency at any time.	nsta nee	
			Please upload only the following document types: pdf, doc, docx, jpg, png		
			1. Photo identification of parent/guardian (one of the following)		
			Driver's license		
			Massachusetts ID card		
			Valid government-issued photo ID such as a passport		
Forme	• •	1 Photo ide	ntification of parant/usardian		
A New S	Student >	Click the Add but	tton to begin uploading your Photo ID documents.		
				2	
		2. Proof of F	Residency tton to begin uploading your Proof of Residency documents.		
		Viick the Add button to begin uprovang your Proof of Residency documents.			
		3. Health Records			
		Click the Add button to begin uploading your Health documents.			
	4. Legal documents such as custody agreements, caregiver affidavits, divorce decrees or restraining/protection orders (notarized translation into English)				
		Click the Add but	tton to begin uploading your Legal documents.	*	

• Remember to Type in your name:

Enter your name to confirm you have read and agree to our Affidavit of Residency. \*

Please type your name

• Submit Tab – Click Submit

ଜ	Home	>	< Forms	4 ©
Ø	Assignments			
rife .	Attendance			
5	Classes		STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS	
(iii)	Calendar		Click each tab and review the information. When all information is accurate and complete, click Submit,	
B	Forms	>		
2	New Student	>	Required documentation is listed below. If the situations do not apply to you, click Submit,	
			If your student takes medication at school, medication consent forms need to be signed by parent and health care provider and be returned to the school(s).	
			Proof of protection order/restraining order custody agreement/divorce decree/other legal documentation -you must provide the school with copies of these documents.	
			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.	
			<	_
			Sov & Costo	Submit

• You will receive this red "Please fix all form errors" if you have missed any fields:



• When you have completed the Student Update you will receive an email from Aspen.

------ Forwarded message -------From: <u>aspen-sysadmin@myfollett.com</u> <<u>aspen-sysadmin@myfollett.com</u>> Date: Thu, Feb 27, 2025 at 1:55 PM Subject: Re-Registration form for Test Student SY24, Test BUE received To:

Thank you for completing the Re-Registration form. Once reviewed, any changes will be updated on the student's records in Aspen and you will be notified via email.