Atualizar informações do aluno no Aspen

• A primeira etapa é criar uma conta no Aspen. Clique neste link para iniciar o processo

https://ma-barnstable.myfollett.com/aspen-login/?deploymentId=ma-barnstable

English 🗸
§Follett Aspen
Barnstable Public Schools
Login ID
Password
Trouble logging in?
Log In Request Account
Log in with Another Provider
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• Clique aqui se você não tem uma conta no Aspen:

Create Your Aspen Account

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

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

• Clique aqui se você já tiver uma conta e precisar verificar o endereço de e-mail:

Create Your Aspen Account

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<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.

• Preencha todas as informações pessoais e da conta e clique em Next (Avançar) e depois em Create My Account (Criar minha conta):

Create Your Aspen Account	Create Your Aspen Account
PERSONAL INFORMATION ACCOUNT INFORMATION	PERSONAL INFORMATION ACCOUNT INFORMATION
First Name Last Name	Primary Email Confirm Email
Address Line 1	Password Requirements
Address Line 2 (updonal) Booth Yermseth, Ma E2004	Confirm Password
State/Province	Security Question What is your mother's maiden name? -
Postal Code	Security Answer
Primary Phone	Confirm Security Answer
Previous Next Close	Previous Next Close Create My Account

• Sua conta foi criada e um e-mail de verificação foi enviado para o endereço de email principal que você forneceu.



Volte para o Aspen e faça o login com seus novos dados de acesso. ID de login = endereço de e-mail e sua senha é a que você acabou de criar.

Atualize as informações de seu(s) aluno(s):

• Clique em *Forms* e *New* para iniciar

	ŝ	Home	>	Forms for TestStudent71, TestRW8 -		
	ß	Assignments	>	NAME	ACTIONS	STATUS
	Ê	Attendance	>	Returning Student Registration	New	Not Started
	Ē	Classes	>			
	曲	Calendar	>			
	Ð	Forms	>			
	%	New Student	>			

- Siga as instruções com muito cuidado. Você trabalhará nas TABELAS que estão destacadas em VERMELHO. Não é necessário concluir toda a atualização de uma só vez, você sempre pode voltar e terminar o trabalho - suas alterações serão salvas sempre que você clicar no botão Save & Close (Salvar e fechar) na parte inferior da página.
- Se estiver usando um dispositivo móvel, como um telefone ou tablet, as setas estarão na parte inferior da tela.



• Guia Family/Contacts (Família/Contatos) - Você pode atualizar suas próprias informações e os campos limitados dos outros contatos clicando no sinal + para abrir o registro. Se precisar excluir ou atualizar mais informações, entre em contato diretamente com a escola.

A Home	>	< Forms	↓ Q
Assignments			
and Attendance			
E Classes		STUDENT FAMILY/CONTACTS HEALTH ADDITIONALINFO DOCUMENTS SUBMIT	
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
		© 2 - Net Contact - Net Contact 1 - Bollow	

• Guia Saúde - Atualize TODAS as informações. Será necessário escolher uma opção ou NENHUM/Nenhuma condição médica para relatar nas seções Medicamentos e Histórico médico.

ි	Home	>	< Forms
ß	Assignments	>	
ŝ	Attendance	>	
Ē	Classes	>	STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBMIT
ŧ	Calendar	>	Medical Providers
Ð	Forms	>	Have there been any changes to the medical providers section?
2	New Student	>	Select options
			Physician Name
			SP Dr
			Physician phone
			666-666-6666

• Guia Informações Adicionais - Consulte o manual e as políticas de uso aceitável caso não esteja familiarizado com o conteúdo de nenhum dos documentos.

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යි	Home		< Forms
Ľ	Assignments		
ŝ	Attendance		
Ē	Classes		STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO
ŧ	Calendar		Additional Student Information
E	Forms	>	Is this student a military dependent? If so, select type:
ھ	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 or veterans who are medically discharged or retired for (1) year Members who die on active duty 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

• Guia Documentos - Adicione todos os documentos de referência.

ŝ	Home	>	< Forms			
Ċ	Assignments	>				
ŝ	Attendance	>	<u> </u>			
Ē	Classes	>	STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO			
曲	Calendar	>	Documentation			
ŧ	Forms	>	Required Documentation for Returning Students to Barnstable			
ද	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: https://			
			If you have recently moved into Barnstable or moved to a different town within Barnstable, families submitting a change of address must demonstrate Barnsta 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 if ner Because residency can change for students and their families during the school year, the District may verify residency at any time.			
			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			
Form	u S					
A New Student		1. Photo ide Click the Add but	ntification of parent/guardian ton to begin uploading your Photo ID documents.			
2		2. Proof of Residency Click the Add button to begin uploading your Proof of Residency documents.				
	3. Health Re Click the Add bu		too to begin uploading your Health documents.			
		4. Legal doc Click the Add but	uments such as custody agreements, caregiver affidavits, divorce decrees or restraining/protection orders (notarized translation into English) ton to begin uploading your Legal documents.			

• Não se esqueça de digitar seu nome:

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

• Guia Enviar - Clique em Enviar

🔂 Home		>	< Forms	↓ ©		
🖉 Assignme	ents	>				
and Attendant	ice.	>				
Classes		>	STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBMIT			
Colendar	t .	<u>э</u> г	Click each tab and review the information. When all information is accurate and complete, click Submit.			
E Forms		>				
& New Stud	dent	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(a).			
			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.			
			<	_		
			Enro & Clean	Submit		

• Você receberá a mensagem em vermelho "Please fix all form errors" (Por favor, corrija todos os erros do formulário) se algum campo tiver deixado em branco:



• Depois de concluir a atualização do aluno, você receberá um e-mail do 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.