



Marblehead Public Schools

Annual Information Update

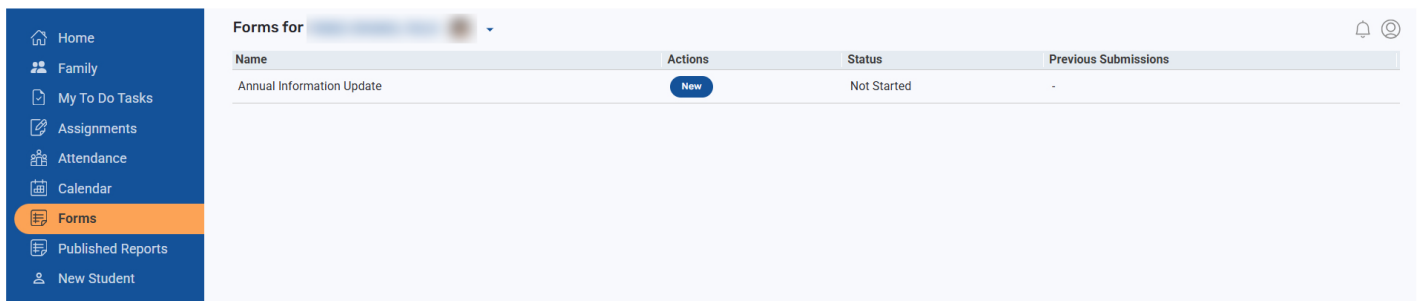
Marblehead Schools requests that you review student information each year and update our records with any changes. Annual physicals should be uploaded during this process. Address changes are handled via a Google Form. Link to the form is located at <https://www.marbleheadschoools.org/about-us/district-enrollment-and-registration>

Login to Aspen at: <https://ma-marblehead.myfollett.com>

If you do not know your username and or password, please email aspen@marbleheadschoools.org

On the left side menu, click on Forms

If you do not see the menu on your phone, click the orange menu button 

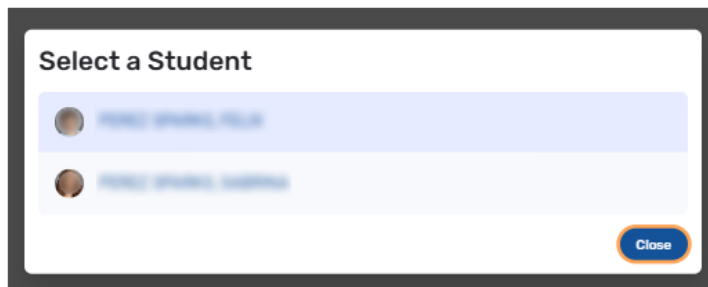


The screenshot shows the Aspen Forms interface. On the left is a blue sidebar menu with options: Home, Family, My To Do Tasks, Assignments, Attendance, Calendar, Forms (highlighted in orange), Published Reports, and New Student. The main area displays a table titled 'Forms for [Student Name]' with columns: Name, Actions, Status, and Previous Submissions. The table contains one row for 'Annual Information Update' with a 'New' button in the Actions column, 'Not Started' in the Status column, and '-' in the Previous Submissions column.

Name	Actions	Status	Previous Submissions
Annual Information Update	New	Not Started	-

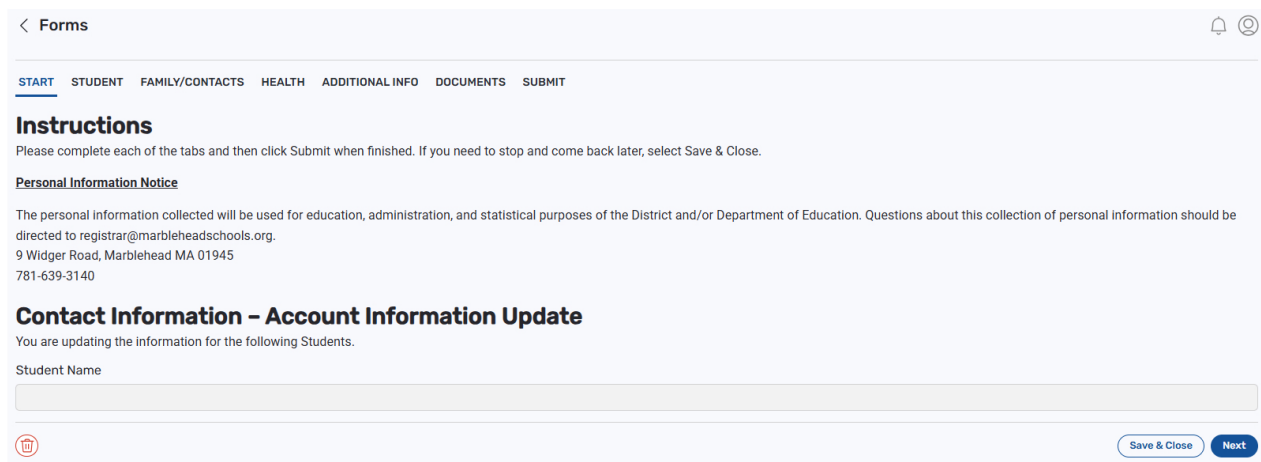
If you have more than one student, you must complete the information update for each student separately.

Click on the student's name at the top of the screen to select the student you wish to update.



The screenshot shows a 'Select a Student' dialog box with a list of two student names, each preceded by a circular profile picture. A 'Close' button is located at the bottom right of the dialog.

Once you have selected the student, Click on the **New** button for the Annual Information Update.



The screenshot shows the 'Forms' screen for a selected student. At the top is a navigation bar with tabs: START, STUDENT, FAMILY/CONTACTS, HEALTH, ADDITIONAL INFO, DOCUMENTS, and SUBMIT. Below the tabs is the 'Instructions' section, followed by a 'Personal Information Notice' and a 'Contact Information - Account Information Update' section. The 'Contact Information' section includes a 'Student Name' field. At the bottom right are 'Save & Close' and 'Next' buttons.

The first screen will confirm which student you are completing the update for. Click **Next**.

Forms

START
STUDENT
FAMILY/CONTACTS
HEALTH
ADDITIONAL INFO
DOCUMENTS
SUBMIT

Student Information

Student Name

Date of birth
08/16/2008 Age 17

Grade Level

Local ID

Email

Address Information

If your address has changed please complete the [Change of Address Form](#) so the address may be updated in Aspen

Physical Address

Mailing Address

Phone Information

Enter the primary phone number (e.g., home). Contact numbers will be entered on the next page

Student Primary Phone (Required)

Save & Close
Next

You may change the phone number only on this page. If you need to change your address, please click the Change of Address Form link and complete the Google form.

Click **Next**.

Parent/Guardian

Click the + next to your name to update your information.

1 - Father

Parent/Guardian/Other Contact

Click on the Contact Name to enter notes about that contact.

2 - Mother

Emergency Contacts

Select the 'Add' button to add any additional contacts. Please add at least one emergency contact other than the parent/guardian. You will be able to set the contact order/priority in case of emergency.

Add

Legal Information

Is this student subject to a parenting plan or any court order?

No

Are there any orders of protection in place?

No

If you answered Yes to either of the questions above, you are required to submit copies of these documents to the school if you have not already done so.

Save & Close
Next

Current Contacts will be listed with their contact order/priority beside their names. Click **Add** to enter any other Emergency Contacts you wish to keep on file. Contact Order 1 and 2 should be reserved for Parents/Guardians. Add other family/friends and set the Contact Order/Priority in the order in which you would like them to be contacted. (You do not need to provide physical addresses or email addresses for Emergency Contacts.)

If a Parent/Guardian needs to be removed from the student's record, please contact the school directly.

If there are any legal plans in place for your child, please acknowledge them here. You will upload the documents on a later screen. If you need to discuss anything concerning the orders, please contact the student's school.

Click **Next**.

Forms

START STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBMIT

Primary Physician and Health Insurance

Physician

Physician phone

Dentist

Insurance type

Insurance name

Insurance number

Medical Information

Please provide medical information on your child including details, if applicable on the following:

- Hospitalizations
- Medical condition(s)
- Daily medical procedure(s) required that would need to be performed by a school nurse
- Medications taken
- Vision, hearing or speech problems
- Ability to relate with others
- Additional information on any allergies, including any of those that may be specified below

me

Enter All Allergies which apply to this student:

Please include, but not be limited to, food, latex, medication, and use of an Epipen.

Fall Convulsion

No

Date Of Convulsion

mm/dd/yyyy

Emergency Authorization

In the event of an EMERGENCY, I hereby authorize the school authorities to have my child transported to a hospital and treated by a physician. Every effort will be made to reach parent/guardian or designated persons.

Agree to Emergency Transport

Yes

I hereby authorize designated school authorities to administer OVER THE COUNTER medications (such as Tylenol).

Consent to administer OTC medication

Yes

I authorize the school nurse to leave phone message pertaining to my child's health on the voice mail of the emergency numbers provided above.

Agree to Leaving a Message

Yes

I hereby authorize the exchange of information between Marblehead Public Schools and any Health Service Provider/Agency for my child. I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I also understand that if I refuse to agree, such refusal will not interfere with my child's ability to obtain health care.

Agree to Providing Information to Health Services

Yes

Update any health related information here. If there are any health concerns you feel you need to discuss, please contact the nurse at your student’s school.

Click **Next**.

START STUDENT FAMILY/CONTACTS HEALTH ADDITIONAL INFO DOCUMENTS SUBMIT

Additional Student Information

Is this student a military dependent? If so, select type:

Not enrolled as Member of a Military family

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

Option 1: (Full Permission) Subject to the foregoing release, I give permission for my child's name, work, photo and image, including but not limited to video, to appear on the Marblehead Public Schools website and on any other Marblehead Public Schools-approved and -sponsored Internet use, including but not limited to blogs and wikis.

Option 2: (No Photo/Image) Subject to the foregoing release, I give permission for my child's name and work to appear on the Marblehead Public Schools website and on any other Marblehead Public Schools - approved and - sponsored Internet use, including but not limited to blogs and wikis.

Option 3: (No permission) I do not agree to allow my child's name, work, photo and image, to be posted on the Internet.

--Select Option--

I give permission for my child's name, photo and image, including but not limited to video, to appear on local print or digital media outside of Marblehead Public Schools owned sites.

External Media Release

Yes

College recruiters

Yes

Military recruiters (including address and phone number)

No

Additional Agreements / Consent

Indicate your agreement with or permission for each of the following

Agree to Student Handbook including AUP: Click here to view [Student Handbook](#)

Yes

Agree to Anti Hazing Law: Click here to view [Anti Hazing Law](#)

No

Save & Close Next

Select your preferences for release of images. These images are typically used for email newsletters.

College and Military recruiter questions are applicable for High School Students ONLY.

Click **Next**.

STARTSTUDENTFAMILY/CONTACTSHEALTHADDITIONAL INFODOCUMENTSSUBMIT

Documentation

Please upload the following documents as required

Updated Health Forms

Add

☐ Health Doc Uploaded

Legal Documents pertinent to this school year.

Add

☐ Legal Doc Uploaded

Other Documentation

Add



Save & CloseNext

Upload updated Health forms by clicking **Add**, then **Choose File** to select a file, then click **Upload**.

If there are any legal plans in place for your child, please upload.

Click **Add** to upload any other new documents needed.

Acceptable file formats are PDF, JPG, DOC or DOCX.

Click **Next**.

STARTSTUDENTFAMILY/CONTACTSHEALTHADDITIONAL INFODOCUMENTSSUBMIT

Congratulations! You have reached the end of the Annual Infomation Update.

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

If you get the Error " Value required for field Phone 1.. Check Student Tab

If you get error Value required for field Consent to administer OTC medication, please check Health Tab



Save & CloseSubmit

Click the Submit button to submit the changes to the school. Changes will be reviewed by the school secretary, then applied. It may be several days before the changes are reflected in Aspen, depending on the volume of changes received. If you have multiple students, please return to the Forms section and select the next student to complete their annual update.

Please **DO NOT** fill out another Update for your student if you do not see changes immediately.