

NEWBURYPORT PUBLIC SCHOOLS

Francis T. Bresnahan Elementary School

Jamie Sokolowski
Principal



Allison Hamilton
Assistant Principal

Instructions on Newburyport **Family Connection** for Annual Emergency Verification and Permissions Forms

This year, we are using a new program called Family Connection to collect our annual enrollment documents. Please complete the “Annual Verification Form” on Family Connection by Friday, September 18th.

How to Get On Your Family Connection Account

1. Login to your Newburyport Follett Aspen account:
<https://ma-newburyport.myfollett.com>
2. Enter your login information.
 - a. If you do not remember your login ID or password, you can reset it on the homescreen.
 - b. If you are unable to reset your login information, email aspen@newburyport.k12.ma.us for assistance. Please include your full name, the full name of your student, their graduation year, and the school they're currently attending.
3. Once you're logged into Aspen, look under “Announcements” and select the “Family Connection” button.

Starting the Annual Verification Form

1. Once you are logged in, you will see your student's name. Click on the “Annual Verification Form” tab.
2. Then click the blue button that says “Verify and Update” to begin.

Newburyport Public Schools User Settings Logout

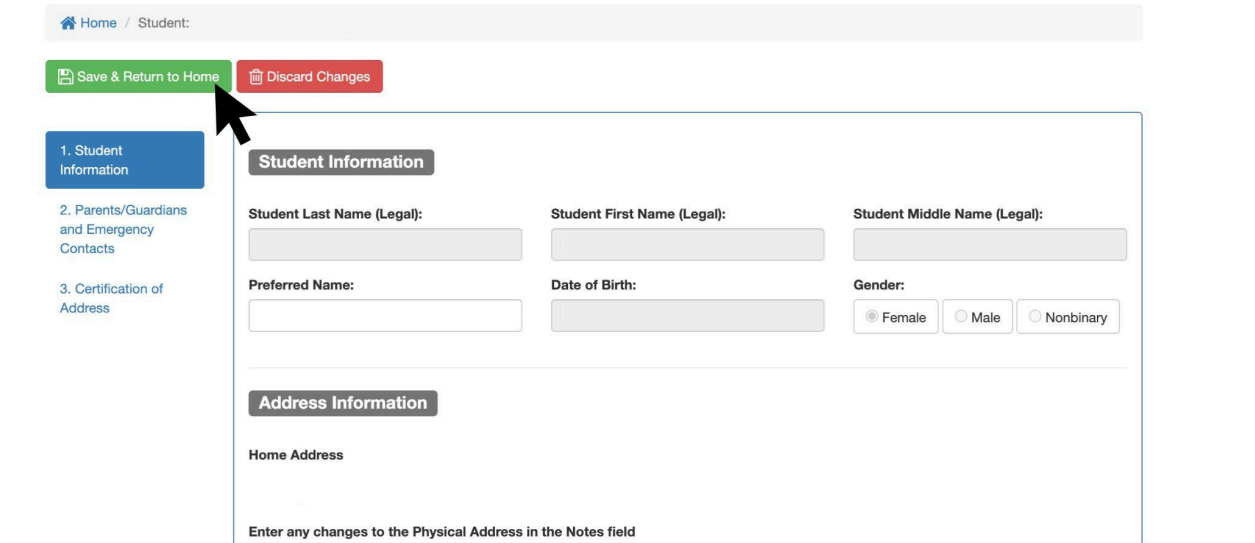
Welcome

Annual Verification Form Student Registration Form

Students

	Name	Grade	School	Enrollment in School	Last Submission
	Your Student's Name	Student Grade	Your Student's School		

3. There are 3 parts of the annual verification form. If you are unable to complete them in one sitting, click the green “Save and Return Home” button in the upper left corner to save your progress before exiting.



The screenshot shows a web form titled "Student Information". At the top, there is a navigation bar with "Home / Student:". Below this, there are two buttons: a green "Save & Return to Home" button and a red "Discard Changes" button. An arrow points to the green button. The form is divided into three sections: "1. Student Information", "2. Parents/Guardians and Emergency Contacts", and "3. Certification of Address". The "1. Student Information" section is currently active and contains fields for "Student Last Name (Legal)", "Student First Name (Legal)", "Student Middle Name (Legal)", "Preferred Name", "Date of Birth", and "Gender" (with radio buttons for Female, Male, and Nonbinary). Below this is the "Address Information" section, which includes a "Home Address" field and a note: "Enter any changes to the Physical Address in the Notes field".

4. On the first page of the form (1. Student Information) there is a section called “Permissions and Agreements”. This is where you will complete the take home forms. Click on the blue link to view the enrollment documents.

Permissions and Agreements

[Click here to view enrollment documents for Francis T. Bresnahan Elementary School](#)

I reviewed the handbook:

I attest that my student also reviewed the handbook:

☒ Yes ☐ No

☒ Yes ☐ No

Student Photo Videography Restriction – (student under 18 years of age)

☐ I **DO NOT** give permission for my child's pictures or videos to appear on school bulletin boards, in school and PTO publication, in school partner publications (NEF, NEBC), in local newspapers, or online etc.)

5. This link will take you to the NPS website, with all the documents needed. Read through each document, and then select your answers on Family Connection.

Bresnahan Required Forms

— Entering Grades 1-3

If your student is entering grades 1-3, there are two additional forms you must read below, and respond to in Family Connection:

1. Read the [Handbook](#)
2. Read the Photo Restriction Form

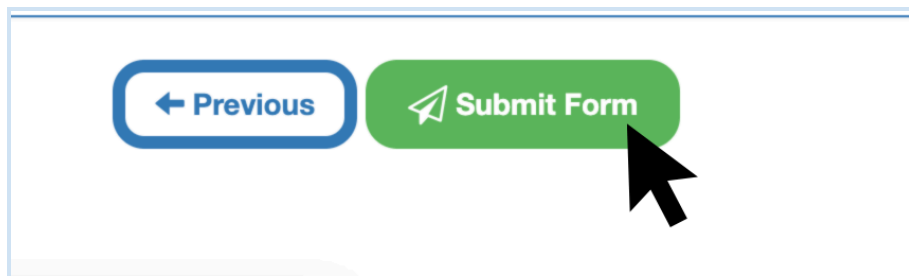
+ Entering Kindergarten

+ Entering Preschool

Additional Information

- If you are unable to produce documentation, please contact the school office for guidance.
- NPS has an English Learner Family Liaison who can assist families who do not speak English as a first language. Please let the school receptionist know if you need translation support.
- Please include copies of current Progress Report, Individual Education Plan, or 504 Plan (if applicable) (Follow links for information on [Special Education](#), [504 Plans](#), and [English Language](#) Programs)
- We welcome a letter stating any placement concerns.

6. Once you have filled out all sections of the Annual Verification Form, click “Submit”, and you’re done!



If you have any issues with Family Connection, please contact aspen@newburyport.k12.ma.us. Please include your full name, the full name of your student, their graduation year, and the school they're currently attending. If you have any questions please contact the Bresnahan Office.