Newburyport Family Connection for Annual Emergency Verification and Permissions Forms

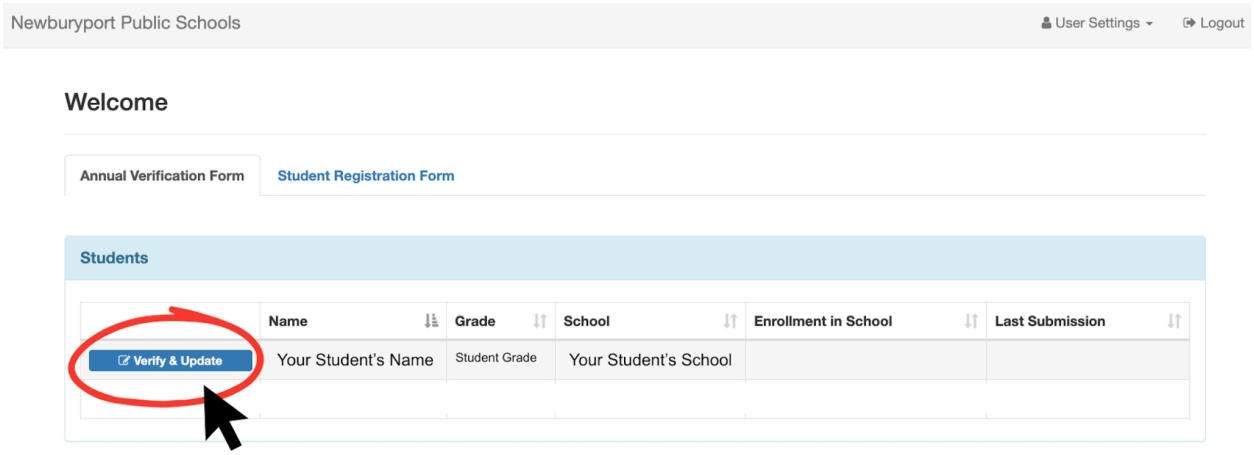
This year, we are using a new program called Family Connection to collect our beginning of the school year documents. Please complete the "Annual Verification Form" on Family Connection by September 18th.

How to Get On Your Family Connection Account

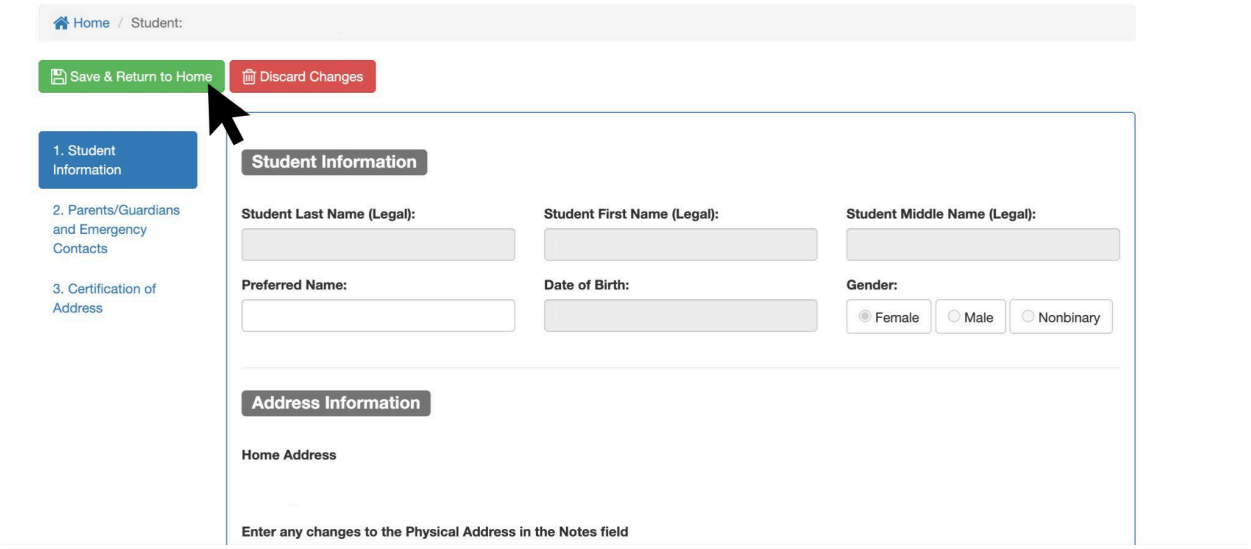
1. Login to your Newburyport Follett Aspen account: https://ma-newburyport.myfollett.com
2. Enter your login information.
    a. If you do not remember your login ID or password, you can reset it on the homescreen.
    b. If you are unable to reset your login information, email aspen@newburyport.k12.ma.us for assistance.
3. Once you're logged into Aspen, look under "Announcements" and select the "Family Connection" button.

Starting the Annual Verification Form

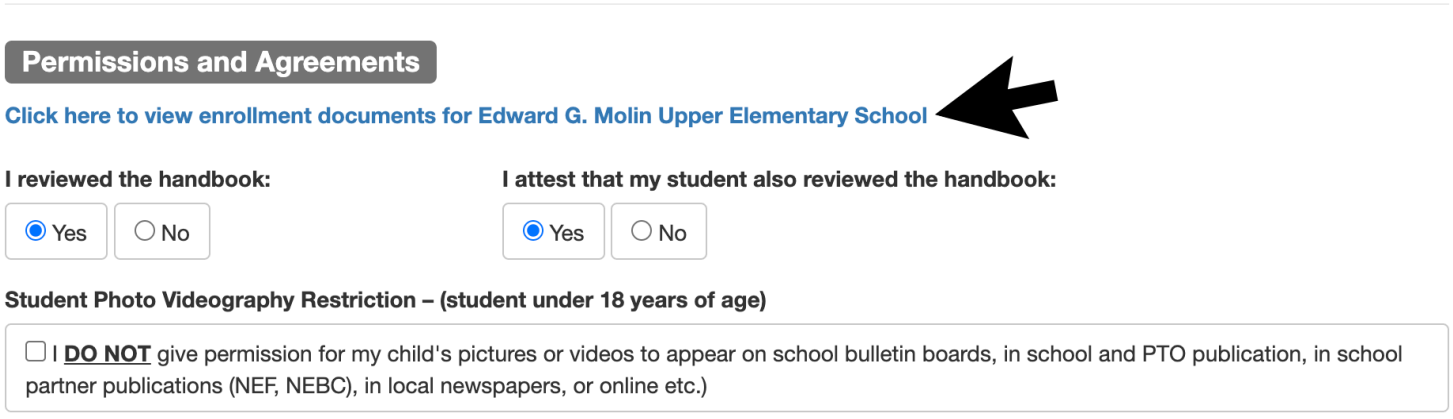
1. Once you are logged in, you will see your student's name. Click on the "Annual Verification Form" tab.
2. Then click the blue button that says "Verify and Update" to begin.



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.



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.

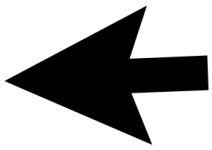


5. This link will take you to the NPS website, with all the documents needed. Read through each document, and then select your answers on Family Connection.

Molin Enrollment

If your student is entering grades 4-5, there are two additional forms you must view and then respond to in Family Connection:

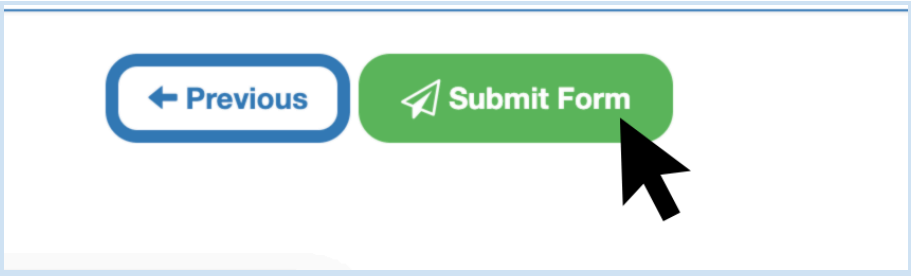
1. **Read the Handbook**
2. **View the Photo Restriction Form**



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 additional questions, please contact the Molin Office.