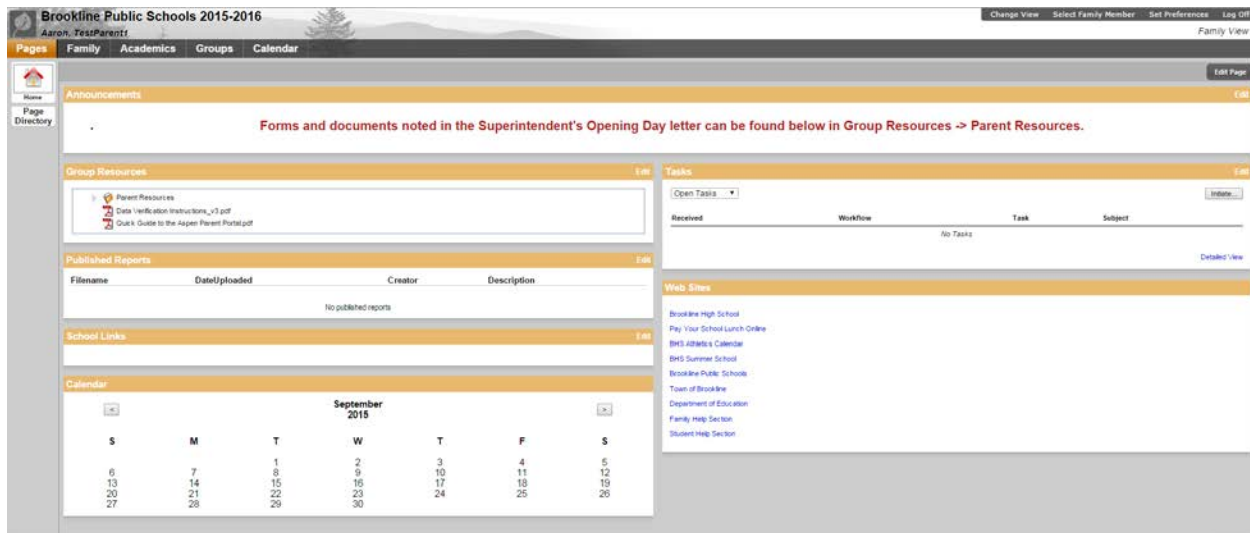
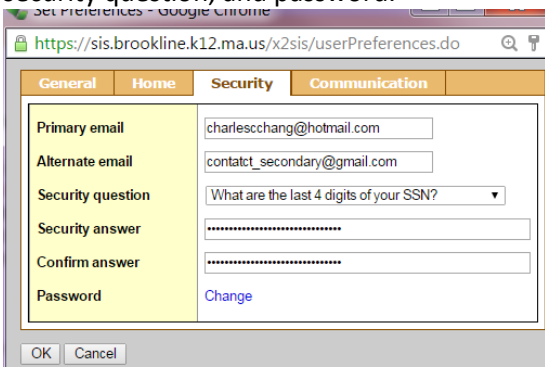


Quick Guide to the Aspen Parent Portal

Main Landing Page



<p>Announcements</p>	<p>This section will change frequently. The District will use this to provide important announcements to families about the Portal. This is where you will see information about when grades or schedules will be available or when we need families to complete a particular task (such as data verification)</p>
<p>Group Resources</p>	<p>Use this section to access important documents. Click on the small arrow next to “Parent Resources” to see important District documents that are typically sent home at the beginning of each school year.</p>
<p>Tasks</p>	<p>This is where you will begin the data verification process. Use this process to update information at any time, as needed, or at the beginning of the school year when we ask all families to update and confirm the information we have on file.</p>
<p>Published Reports</p>	<p>At a future date, this is where you will find important documents related to your student(s), including report cards and progress reports.</p>
<p>Web Sites</p>	<p>Important websites will be posted here, for quick reference.</p>
<p>Set Preferences</p>	<p>Found in the upper right hand corner. Click on this then Security to change your email address, security question, and password.</p> 

Family Tab

Aaron, TestParent1

Pages **Family** Academics

Options Reports Help

Students

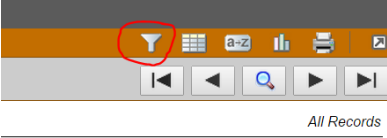
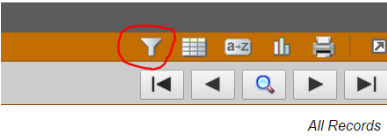
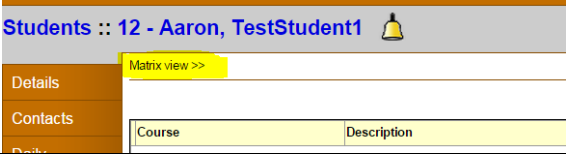
0 of 5 selected

Name	DOB	Grade	School > Name
Aaron, TestStudent1	3/26/2000	12	Brookline High School
Aaron, TestStudent2	10/1/2000	10	Brookline High School
Aaron, TestStudent3	3/3/2010	10	Brookline High School
Aaron, TestStudent9	1/1/2000	10	Buffer Zone
Wu, Tianlun	11/17/2000	09	Brookline High School

Details
Contacts
Daily Attendance
Transcript
Schedule
Membership

- Click on the tab labeled **Family** to view all of the students associated with your household.
- Click on a student's name to view more detailed information. All of the following tabs are found on the left hand side of the page (Details, Contacts, Attendance, Transcript, & Schedule)

<p>Details -> Demographics</p>	<p>In this tab, you can see the student's basic information including name, date of birth, grade level, homeroom, counselor, photo, and lunch pin. You can also see the student's phone number(s) and email address.</p>																																																				
<p>Details -> Address & Ethnicity tabs</p>	<p>The Address tab shows the student's current address. Ethnicity shows the student's current race & ethnicity categories. If either needs to be changed, please contact the student's school.</p>																																																				
<p>Contacts</p>	<p>The left hand tab labeled Contacts provides information on all of the primary, secondary, and emergency contacts associated with the student. Click on a contact's name to see more detailed information.</p> <p>Priority: The order in which we contact people.</p> <p>0: This is the primary parent/guardian who will receive all communication from the school & district. This person should physically live with the student.</p> <p>1: This is the secondary parent/guardian. They may live with the student or be a custodial parent/guardian living elsewhere.</p> <p>2-10: These are considered to be emergency contacts. In the event of an emergency we will call these contacts in their designated priority order.</p>																																																				
	<p>12 - Aaron, TestStudent1 :: Aaron, TestParent2</p> <p>Cancel</p> <table border="1"> <tr> <td>First name</td> <td>TestParent2</td> <td>Emergency priority</td> <td>2</td> </tr> <tr> <td>Middle name</td> <td>Jill</td> <td>Relationship</td> <td>Step Mother</td> </tr> <tr> <td>Last name</td> <td>Aaron</td> <td></td> <td></td> </tr> </table> <table border="1"> <tr> <td>Suffix</td> <td></td> <td>Receive grade mailing</td> <td>N</td> </tr> <tr> <td>Gender</td> <td>F</td> <td>Receive conduct mailing</td> <td>N</td> </tr> <tr> <td>Primary Phone</td> <td>333-333-3333</td> <td>Receive other mailing</td> <td>N</td> </tr> <tr> <td>Secondary Phone</td> <td>444-444-4444</td> <td>Receive email</td> <td>N</td> </tr> <tr> <td>Alternate Phone</td> <td>555-555-5555</td> <td>Language</td> <td></td> </tr> <tr> <td>Primary email</td> <td>charles_chang@brookline.k12.ma.us</td> <td>Contact Type</td> <td></td> </tr> <tr> <td>Employer Name</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Work Address Line 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contact lives with student</td> <td>N</td> <td></td> <td></td> </tr> <tr> <td>Can Pickup</td> <td>N</td> <td></td> <td></td> </tr> </table>	First name	TestParent2	Emergency priority	2	Middle name	Jill	Relationship	Step Mother	Last name	Aaron			Suffix		Receive grade mailing	N	Gender	F	Receive conduct mailing	N	Primary Phone	333-333-3333	Receive other mailing	N	Secondary Phone	444-444-4444	Receive email	N	Alternate Phone	555-555-5555	Language		Primary email	charles_chang@brookline.k12.ma.us	Contact Type		Employer Name				Work Address Line 1				Contact lives with student	N			Can Pickup	N		
First name	TestParent2	Emergency priority	2																																																		
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Primary Phone	333-333-3333	Receive other mailing	N																																																		
Secondary Phone	444-444-4444	Receive email	N																																																		
Alternate Phone	555-555-5555	Language																																																			
Primary email	charles_chang@brookline.k12.ma.us	Contact Type																																																			
Employer Name																																																					
Work Address Line 1																																																					
Contact lives with student	N																																																				
Can Pickup	N																																																				

<p>Daily Attendance</p>	<p>Use this tab to see the student's attendance.</p> <ul style="list-style-type: none"> • A = Absent • T = Tardy • D = Early Dismissal • ISS / OSS = Suspension <p>To view past attendance history, click on the filter icon in the top right and select All Records</p> 
<p>Transcript</p>	<p style="text-align: center;">MIDDLE & HIGH SCHOOL ONLY</p> <p>Use this tab to see the student's grades</p> <ul style="list-style-type: none"> • Year = Spring of the given school year. (Ex: "2015" indicates the grade was earned in the 2014-2015 school year) • Grade = Student's grade level at the time • Final = Final grade earned in the class • T1, T2, T3, T4 = Grades earned for each marking period <p>To view past transcript history, click on the filter icon in the top right and select All Records</p> 
<p>Schedule</p>	<p style="text-align: center;">MIDDLE & HIGH SCHOOL ONLY</p> <p>This will provide the student's current schedule. It can be viewed in:</p> <ul style="list-style-type: none"> • List view – Each course in a row • Matrix view – The schedule presented in a more traditional schedule format of boxes. <p>To switch between the view, select the blue Matrix View or List View at the top left</p> 
<p>Requests</p>	<p style="text-align: center;">HIGH SCHOOL ONLY</p> <p>This provides a view of the student's course requests for the current year.</p>

HIGH SCHOOL ONLY

Academics Tab

This tab will provide a class-by-class view of the student's schedule, teachers, and attendance. Use the **Student** drop down to select the student whose academics you want to view.

The screenshot shows the 'Academics' tab interface. At the top, there are navigation tabs: 'Pages', 'Family', and 'Academics'. Below these are 'Options', 'Reports', and 'Help'. A 'Classes' section contains a 'Student' dropdown menu. Below the dropdown is a table with the following columns: Description, Description, Course, Term, TrackID, Teacher, Classm, Current Performance, Abs, Tdy, and Dem. The table lists several courses including Geometry H, Points of View, Advisory FROC, Physics I H, BHS Tutorial 9, World Hist 9, Chinese II H, and Health & Fitness.

Click on a course:

The **Details** side tab will provide a view of the attendance and grades by course.

The screenshot shows the 'Details' side tab for a course. It includes a 'Teacher' field (Leslie, Elisabeth) and a 'Classroom' field (300). Below this are two summary tables: 'Attendance Summary' and 'Average Summary'. The 'Attendance Summary' table has columns for Type (Absent, Tardy, Dismissed) and grades for Q1, Q2, Q3, Q4, and Year. The 'Average Summary' table has columns for Category (Posted grade) and grades for Q1, Q2, Q3, and Q4.

The **Attendance** side tab will provide a detailed view of the student's attendance in each course.