

# **Aspen SIS Student Registration Registrant User Guide**

**Laurens County Schools  
Dublin, GA**

**Revision 1.0  
11/30/2016**

**Compiled by**  
**Virtual Pastimes, Inc.**  
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# Laurens County Schools Family and Student Registration User Guide

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# NEW FAMILY REGISTRATION

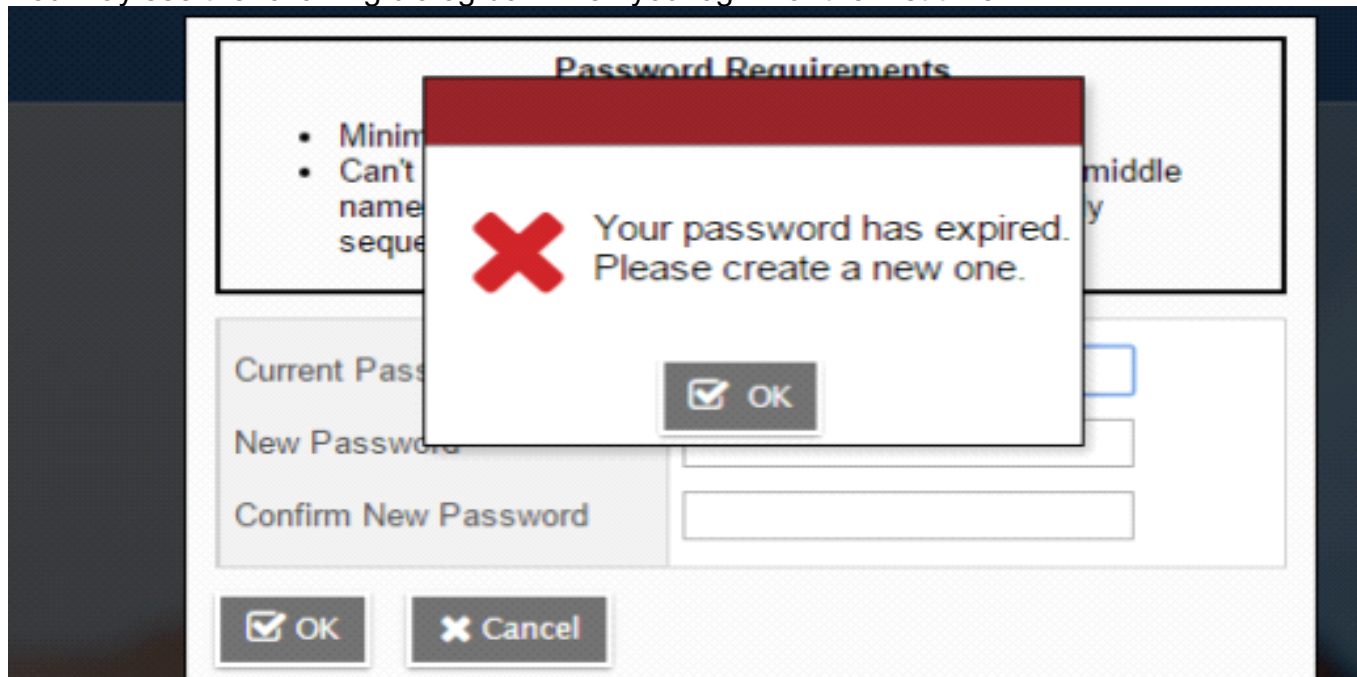
## **Log into the Aspen Student Information System (“Aspen SIS”)**

New Family and Student registration requests are handled through Aspen, the Student Information System (SIS) that you will be using to register students and subsequently track their academic progress.

By this point, you should have contacted the school district and provided them with basic contact information, including your first name, last name, and e-mail address. The district should have created an **Aspen Parent Portal Account** for you and should have provided you with a link to the **district's [Aspen website](#)**, as well as the **credentials** (*username* and *password*) required to log into the system.

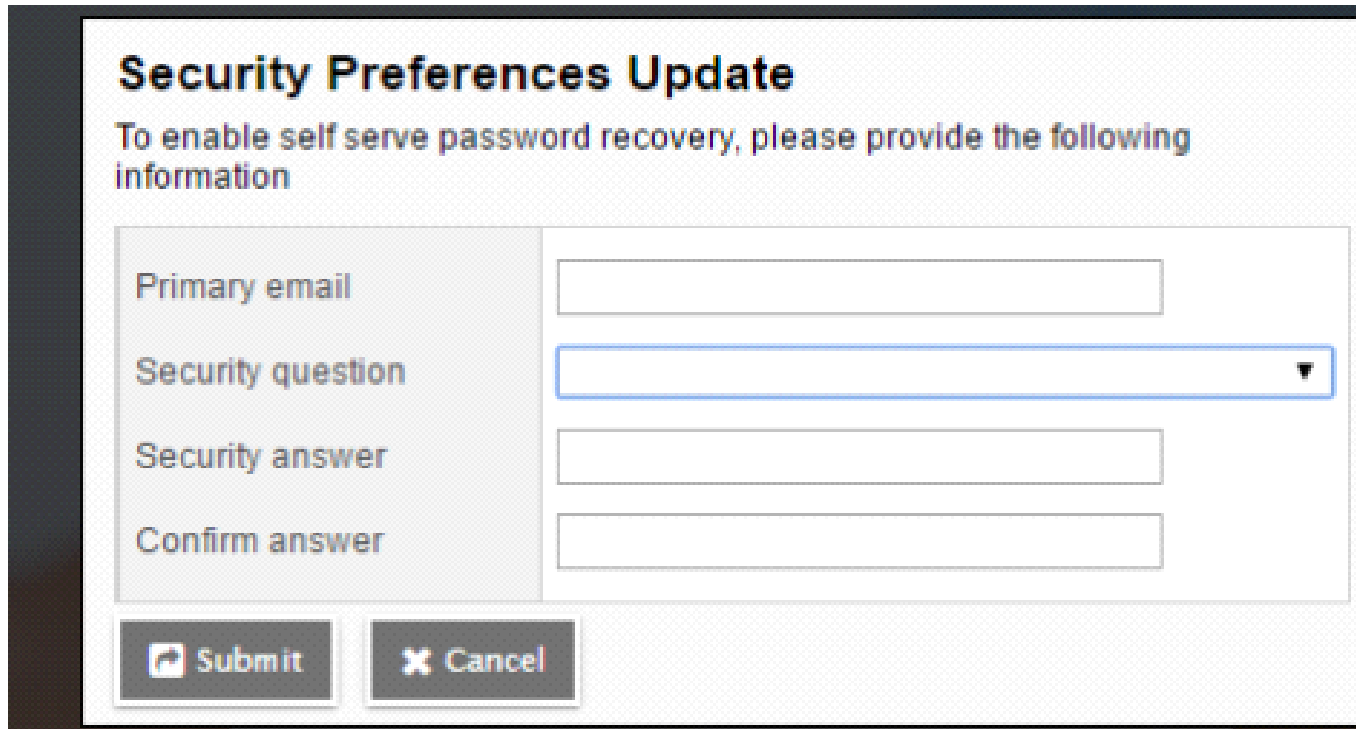
## **Step 1: Access your district's Aspen website, log in with credentials**

You may see the following dialog box when you log in for the first time:



If you receive this message, click on 'OK' and provide your current password, as well as your new one. You will use your new password going forward.

You may also see the following dialog box:



**Security Preferences Update**

To enable self serve password recovery, please provide the following information

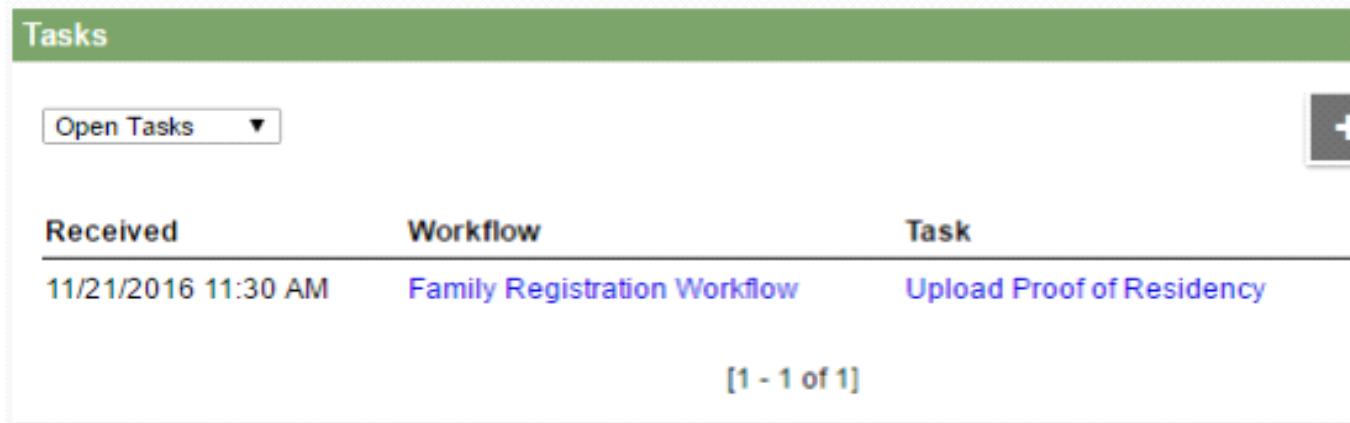
Primary email	<input type="text"/>
Security question	<input type="text"/>
Security answer	<input type="text"/>
Confirm answer	<input type="text"/>

The image shows a dialog box titled "Security Preferences Update". It contains a message: "To enable self serve password recovery, please provide the following information". Below the message are four input fields: "Primary email" (text box), "Security question" (dropdown menu), "Security answer" (text box), and "Confirm answer" (text box). At the bottom are two buttons: "Submit" and "Cancel".

Provide the necessary security information and click 'Submit'

## **Step 2: Access your Family Registration Workflow**

Once you have logged into the Aspen website, you should see the **Tasks Widget** on the lower left portion of your screen:



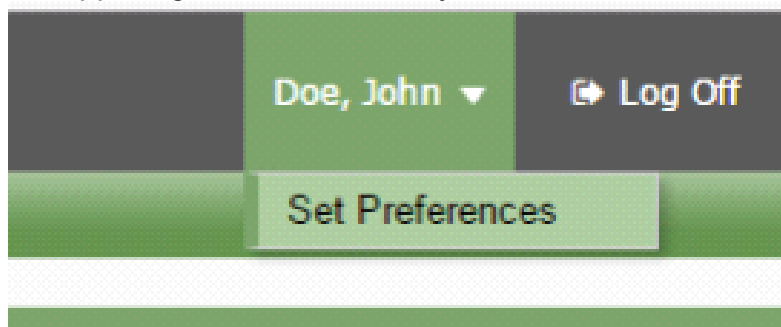
The screenshot shows a 'Tasks' widget with a green header. Below the header is a dropdown menu labeled 'Open Tasks'. The main content is a table with three columns: 'Received', 'Workflow', and 'Task'. The table contains one row of data. Below the table is a pagination indicator '[1 - 1 of 1]'.

Received	Workflow	Task
11/21/2016 11:30 AM	<a href="#">Family Registration Workflow</a>	<a href="#">Upload Proof of Residency</a>

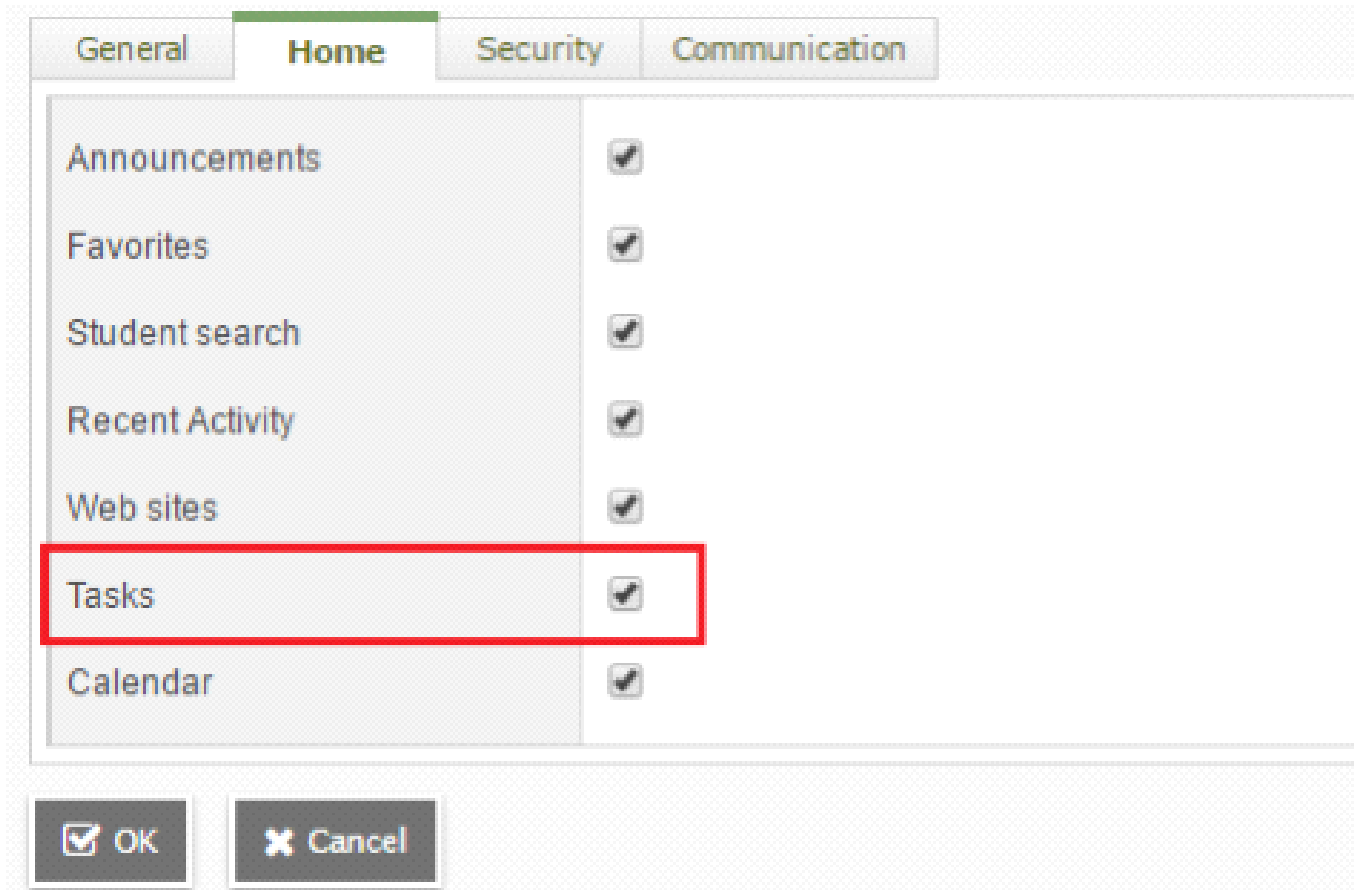
[1 - 1 of 1]

Click on the [Upload Proof of Residency](#) link in the Tasks Widget, Task column.

If you do not see this widget, you may not have it enabled. Click on your name in the upper right hand corner of your screen and click on **Set Preferences**:



A Preferences pop-up window should appear. Click on the **Home** tab, make sure a checkbox exists next to **Tasks** and click on **OK**:






All pop-up windows should close and the **Tasks Widget** should now appear in main window. Click on the [Upload Proof of Residency](#) link in the Tasks Widget, Task column.

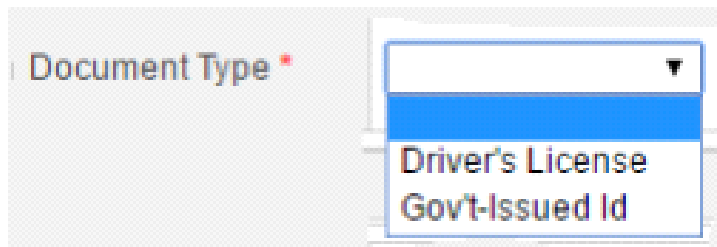
### **Step 3: Upload All Required Family Documentation**



Clicking on the [Upload Proof of Residency](#) link in the Tasks Widget will bring up a pop-up window with basic information regarding the registration process and outlining what you will be asked to do. Please review this information carefully and click on the  button.

You will now be asked to provide Proof of Identification and Residency documentation so that the district can certify that you are a resident. All documents provided must be in electronic format. If you have paper copies, you will need to scan them into a computer and get access to their electronic versions.


#### **Upload your Proof of Identification and Residency:**

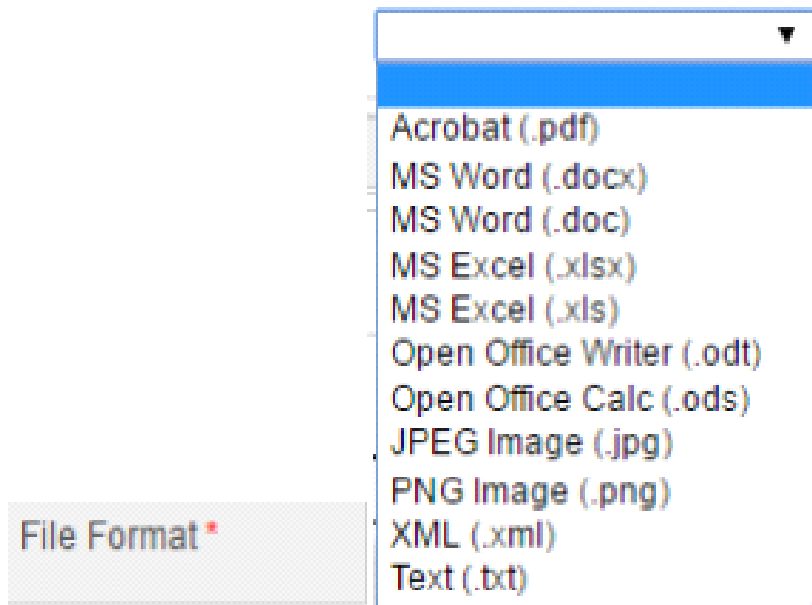


are uploading:

I. Specify the type of doc you



II. Click on the up arrow  button to upload the document you wish to submit



III. Specify the format of the file you are uploading:


Perform these step for both the **Proof of Identification**, and the **Proof of Residency** entries, then click **Finish**.

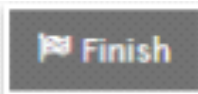
#### **Step 4: Complete the required Home Occupancy Survey**

All families who register their students are required to submit a Home Occupancy Survey as part of their family registration process. To complete this survey:

I. Click on the [Complete Home Occupancy Survey](#) link in the Tasks Widget, Task column



II. You will see the documents that you uploaded in the previous step. You can review these files by clicking on the  button to download them and view them on your computer. When you have finished reviewing the files you uploaded, click



III. On the next screen, fill out the Home Occupancy Survey and click

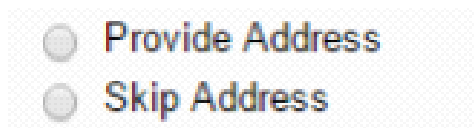
**A copy of this document will be associated with every student you register**  
**Step 5: Provide common family address and contact info**  
**(optional)**

All student registrations will require you to specify the student's physical address and mailing address.

To avoid typing the same information in multiple times, you can provide this information once for all of the students you register. If you choose to do this you will still have the option to 'overriding' this information for each student.

To provide common address information (or to skip it):

- I. Click on the [Provide Family Address](#) link in the Tasks Widget, Task column
- II. In the pop-up window, review the information you submitted in the previous step



III. At the bottom of the pop-up window, specify whether or not you wish to provide a common Family Address for all of the students you wish to register:



IV. Click

If you chose 'Provide Address', you will be asked for family Physical and Mailing Addresses:

## Family Registration Workflow: Provide Address

Subject: Doe, John

Received: 11/21/2016 11:36 AM

Initiated By: Gruman, Mark

### Family Physical and Mail Addresses

#### Physical Address:

Street Number \*

Street Name \*

Street Type \*

Line 2

City \*

State \*

Zip Code \*

Mailing Address same as Physical Address?

#### Mailing Address:

Street Number

Street Name

Street Type

Line 2

City

State

Zip Code

Is Military Family?

← Previous

Next →

🚩 Finish

 All fields with red asterisk ( \* ) are required. Click [Save](#) when you are done.

### **Step 6: Provide common contact info (optional)**

All registrations also require you to provide contact info for two emergency contacts.

To avoid typing the same information in multiple times, you can provide this information once for all of the students you register. If you choose to do this you will still have the option to 'overriding' this information for each student.

To provide common contact information (or to skip it):

- I. Click on the [Provide Family Contacts](#) link in the Tasks Widget, Task column
- II. In the pop-up window, review the information you submitted in the previous step

[Provide Contacts](#)

[Skip Contacts](#)

III. At the bottom of the pop-up window, specify whether or not you wish to provide a common Family Address for all of the students you wish to register:

Next →

IV. Click

If you chose 'Provide Contacts', you will be asked for family contact information:

## Family Registration Workflow: Provide Contacts

**Subject:** Doe, John  
**Received:** 11/21/2016 1:59 PM  
**Initiated By:** Gruman, Mark

<b>Info</b>	Contact 1	Contact 2
-------------	-----------	-----------

### Family Contacts Form

Please provide the following Emergency Contact information. This information will apply to all registered during this registration process.

Is the person completing this application the Parent, Legal Guardian, Emergency Contact, or Other

Your status: *	Parent ▼
Registrar's Status Other	

← Previous

Next →

Finish



**All fields with red asterisk ( ) are required. Please note that there are three (3) tabs, all of which contain fields that must be filled out. Click when done.**

**At this point, your Family Registration application is complete.** A staff member at Laurens County Public Schools will review the information and supporting documentation you have provided and will either:

- **Approve your application**
- **Deny your application, or**
- **Ask for additional information**

**You will receive an e-mail notifying you of the district's decision.** If your application is approved you will be asked to sign in and register all of your incoming students. If your application is denied, you will be asked to contact the district

regarding further questions. If you are asked to provide additional information, please see Step 7 below.

**Step 7: Provide Additional Information** *(as needed)*

If you receive an e-mail notifying you that the district needs additional information to progress your application, please perform the following:

1. Log into Aspen
2. Click on the [Upload Additional Documents](#) link in the Tasks Widget, Task

column

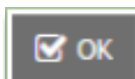


3. Review the message provided by the district and click

**Laurens County School District requests the following additional information:**

Instructions	Another proof of residency
--------------	----------------------------


Please click "Next" to provide this information

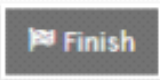


4. Click on the button



5. Provide a file name, description, upload the necessary file, and click

Additional documents for upload			
	File Name	File Description	File
<input type="checkbox"/> OK	<input type="text"/>	<input type="text"/>	<input type="text"/> 
			<input type="button" value="Add"/>



6. Repeat Step 5 until all files have been uploaded and click

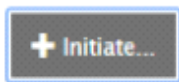
The district will review the additional documents that you have provided and you will receive a status e-mail once your application has been evaluated.

# NEW STUDENT REGISTRATION

The Student Registration Workflow should be used to register a student who has never previously been enrolled at Laurens County Schools. If you are re-enrolling a student who HAD previous been enrolled at the district, see the [STUDENT RE-ENROLLMENT WORKFLOW](#) instructions. All new Student Registrations must be approved by the Laurens County School District.

## Step 1: Initiate a new Student Registration Workflow

To initiate a new Student Registration Workflow, perform the following:



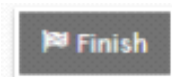
1. Log in to Aspen
2. Click on the button in your Tasks Widget
3. From the Workflow menu, select **Student Registration Workflow**

### Initiate Workflow: Workflow Selection

Workflow	Student Registration Work ▼
Date	11/23/2016



4. Click



5. Read the instructions on the following screen and click

then

## Step 2: Complete the Student Registration Form

To fill out a new Student Registration Workflow, perform the following:

1. Log in to Aspen

2. Click on [Complete Student Registration Form](#) link in the Tasks Widget, Task column

- Complete Form, Use Family Addresses and Contacts
- Complete Form, Provide Addresses and Contacts

3. Review the message provided by the district, and make a selection on whether this student's addresses and contacts are the same as the family-based addresses and emergency contacts:



If you provided family-based Address and Contact information in the Family Registration Workflow, and you would like to utilize that information for the student you are registering, choose '**Complete Form, Use Family Addresses and Contacts**'. If you did not specify this information during the Family Registration Workflow, or wish to provide different information for the student you are registering, click on '**Complete Form, Provide Addresses and Contacts**'. Make your selection and click

5. Provide demographics information on the **Demographics** tab

6. Provide race/ethnicity information on the **Ethnicity/Race** tab

*... at least one race must be specified ...*

7. Provide physical and mailing address information on the **Address** tab

*... this tab will not be present if you chose to utilize the Family-based address...*

8. Provide primary emergency contact information on the **Contact1** tab

*... this tab will not be present if you chose to utilize the Family-based contacts...*

9. Provide secondary emergency contact information on the **Contact2** tab

*... this tab will not be present if you chose to utilize the Family-based contacts...*

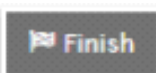
10. Provide any legal information regarding your student's safety.

For example, you can list any restraining orders that your student may have against any individual, or any individuals who are not allowed to pick up or make contact with the student.

11. Provide any allergy information regarding your student's health on the **Allergies** tab

12. Upload the following documents on the **Documents** tab:

- A copy of the student's Social Security Card (required)
- A copy of the student's Birth Certificate (required)
- A copy of the student's most recent vaccinations (required)
- A copy of the student's most recent transcript (optional)



13. When you are finished, click

### **Step 3: Complete the ELL Home Language Survey**

To fill out a new Student Registration Workflow, perform the following:

1. Log in to Aspen



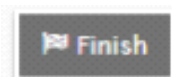
2. Click on [Complete ELL Home Language Survey](#) link in the Tasks

Widget, Task column

3. Review your Student Registration Form input and click

4. Answer all of the questions on the **Student**, **Parents**, and **Communication**

tabs



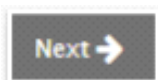
5. Electronically 'sign' (name and date) the form the

**Communication** tab, click

### **Step 4: Complete the Records Release Form**

To fill out a new Student Registration Workflow, perform the following:

1. Log in to Aspen

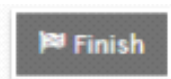


2. Click on [Complete Records Release](#) link in the Tasks Widget,

Task column

3. Review your ELL Home Language Survey input and click

4. Specify to whom the Records Release form should be sent for your student (typically, the registrar at the student's previous school)



5. Check off all of the types of records you wish for the previous school to release to the new school and click

**At this point, your Student Registration application is complete.** A staff member at Laurens County Public Schools will review the information and supporting documentation you have provided and will either:

- **Approve your application**
- **Deny your application, or**
- **Ask for additional information**

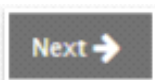
**You will receive an e-mail notifying you of the district's decision.** If your application is approved you will be asked to sign in and register all of your incoming students. If your application is denied, you will be asked to contact the district regarding further questions. If you are asked to provide additional information, please see Step 5 below.

**You do NOT have to wait for a response regarding this application prior to registering other students.** To register another student, initiate a new Student Registration Workflow (see step 1 above).

### **Step 5: Provide Additional Information** *(as needed)*

If you receive an e-mail notifying you that the district needs additional information to progress your application, please perform the following:

1. Log into Aspen




2. Click on the [Upload Additional Documents](#) link in the Tasks Widget, Task column


3. Review the message provided by the district and click

**Laurens County School District requests the following additional information:**

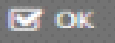

Instructions	Another proof of residency
--------------	----------------------------

Please click "Next" to provide this information

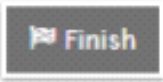
 Add

4. Click on the  button
5. Provide a file name, description, upload the necessary file, and click

**Additional documents for upload**

	File Name	File Description	File
 OK	<input type="text"/>	<input type="text"/>	

 Add



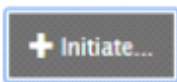
6. Repeat Step 5 until all files have been uploaded and click  
The district will review the additional documents that you have provided and you will  
receive a status e-mail once your application has been evaluated.

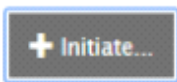
# STUDENT RE-ENROLLMENT

The Student Re-enrollment Workflow should be used to re-enroll a student who HAS previously been enrolled at Laurens County Schools. If you are re-enrolling a student who had NOT previous been enrolled at the district, see the [NEW STUDENT REGISTRATION](#) instructions. All student re-enrollments must be approved by the Laurens County School District.

## Step 1: Initiate a new Student Re-enrollment Workflow

To initiate a new Student Re-enrollment Workflow, perform the following:




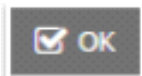
1. Log in to Aspen
2. Click on the  button in your Tasks Widget
3. From the Workflow menu, select **Student Re-Enrollment Workflow**

### Initiate Workflow: Workflow Selection

Workflow	Student Re-enrollment Wc ▾
Date	Contact Verification
Student	<b>Student Re-enrollment Workflow</b>
	Student Registration Workflow



3. Click on the search icon  next to the **Student** label to bring up the pop-up window



4. Select the student you wish to re-enroll, and click



You can only choose from non-Active/non-Pre-Registered students in your family

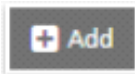


5. Review the information you have provided and click

6. Next, complete the Student Re-Enrollment Form

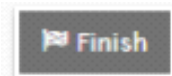
a. Provide a textual description of why you wish to re-enroll the student in the district:

<b>Laurens County School District Student Re-Enrollment Form</b>	
Re-Enrollment Explanation:	
Reasons for Re-enrollment *	



clicking on

b. Upload any supporting documentation you wish to provide by



and uploading the necessary documents



click

7. Click , review the information on the next screen and

**At this point, your Student Registration application is complete.** A staff member at Laurens County Public Schools will review the information and supporting documentation you have provided and will either:

- **Approve your application**
- **Deny your application, or**
- **Ask for additional information**

**You will receive an e-mail notifying you of the district's decision.** If your application is approved you will be asked to sign in and register all of your incoming students. If your application is denied, you will be asked to contact the district regarding further questions. If you are asked to provide additional information, please see Step 5 below.

**You do NOT have to wait for a response regarding this application prior to registering other students.** To register another student, initiate a new Student Registration Workflow (see step 1 above).

## **Step 2: Provide Additional Information** *(as needed)*

If you receive an e-mail notifying you that the district needs additional information to progress your application, please perform the following:

1. Log into Aspen
2. Click on the [Upload Additional Documents](#) link in the Tasks Widget, Task column



3. Review the message provided by the district and click

**Laurens County School District requests the following additional information:**

Instructions



Another proof of residency


Please click "Next" to provide this information

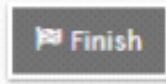
 Add

4. On the Student Re-enrollment Form, click on the  button

**Additional documents for upload**

	File Name	File Description	File
 OK	<input type="text"/>	<input type="text"/>	

 Add



5. Provide a file name, description, upload the necessary file, and click

6. Repeat Step 5 until all files have been uploaded and click

The district will review the additional documents that you have provided and you will receive a status e-mail once your application has been evaluated.