Peabody Public Schools

User Guide for
Family and Student
Online Registration and
Online Re-Enrollment

27 Lowell Street
Peabody, MA 01960

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For assistance, please contact StudentRegistration@peabody.k12.ma.us

PEABODY
Public Schools
"Every Student, Every Day"

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Introduction

New Family / Student Registration (and Student Re-enrollment) requests at Peabody Public Schools are handled through the district's Aspen Student Information System ("Aspen SIS") that you will be using to register students and subsequently track their academic progress.

## Accessing the Aspen Student Information System

If you have not done so already, **please contact Peabody Public Schools** and provide them with your contact information, including your first name, last name, and e-mail address. District staff will create an **Aspen Parent Portal Account** for you, and will send you a link to the **district's Aspen website**, as well as the **credentials** (your *username* and *password*) that are required to log into the system.

NEW FAMILY REGISTRATION Workflow and Forms

Families that are new to Peabody are asked to complete the Family Registration Workflow as a means of verifying Peabody residency and (optionally) providing address and contact information that will be used to auto-populate forms for individual student registrations.

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:
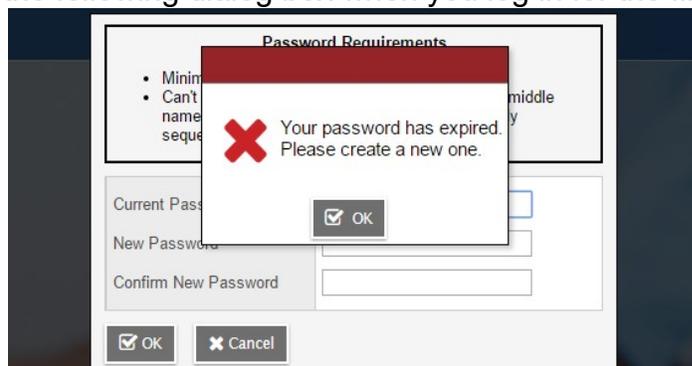
If you receive this message, click on 'OK' and provide your current password, as well as your new one. You will use the new password you specify going forward.
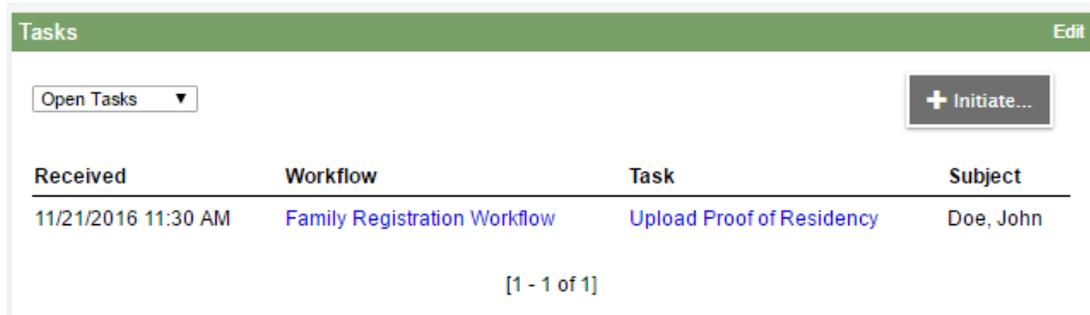
You may also see the following dialog box:

Provide the required security information and click 'Submit'

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Step 2: Access your Family Registration Workflow

Once you have logged into the Aspen website, you should see the **Tasks Widget** on the Aspen home page:

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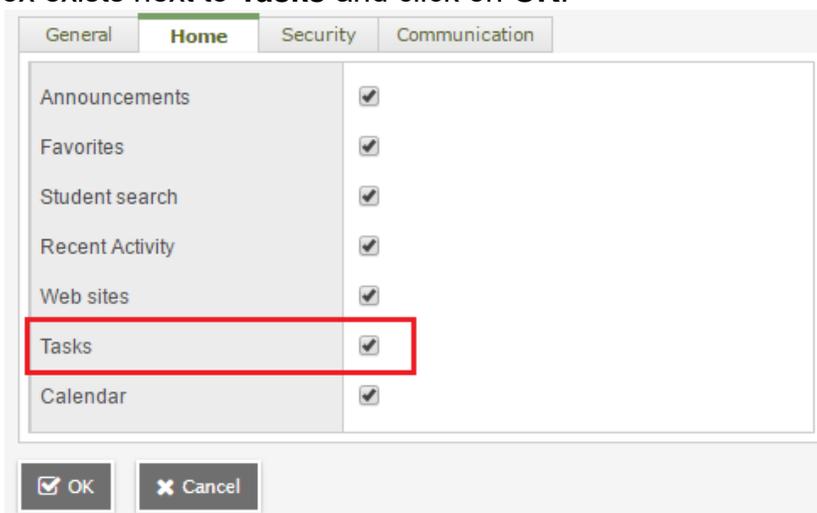
All pop-up windows should close and the **Tasks Widget** should now appear in main window. Click on the **Upload Proof of Residency** link in the Tasks Widget, Task column.

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Step 3: Upload All Required Residency/Identity Documentation

Peabody Public Schools requires you to submit 2 Proofs of Residency and 1 Proof of Identity documents as part of the Student Registration/Re-Enrollment Process. 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. Please review this information carefully and click on the [Next →] button.

You will 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. You CAN upload these documents using a digital device such as your cell phone or tablet.

Upload your Proof of Identification and Residency:

I. Specify the type of document you are uploading:

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

Repeat this step for the second **Proof of Residency** and the single **Proof of Identification** entries, then click **Finish**.

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Step 4: 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 and contacts for whom an address will be required. If you choose to do this you will still have the option to override this on a case-by-case basis.

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:

        ○ Provide Address
        ○ Skip Address

IV. Click **Next →**

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

Family Physical and Mail Addresses

Physical Address:

Mailing Address same as Physical Address? ☐	Line 2	
Street Number	City	
Street Name	State	▼
Street Type ▼	Zip Code	

Mailing Address:

Use PO Box? ☐	Line 2	
PO Box/Street Number	City	
Street Name	State	▼
Street Type ▼	Zip Code	

All fields with red asterisk (✱) are required. Click Finish when you are done.

Checking the checkbox next to **Mailing Address same as Physical Address** will disable all input values in the **Mailing Address** section.

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Step 5: 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 have the option to override 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
  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 [Next →]

  ○ Provide Contacts
  ○ Skip Contacts

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

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 [⚐ Finish] when done.

At this point, your Family Registration application is complete. A staff member at Peabody Public Schools will review the information and supporting documentation you

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have provided and will either:

1. **Approve your application**
2. **Deny your application**, or
3. **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 the following step (7).

Step 6: 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 [Next →]

Peabody Public Schools requests the following additional information:	
Instructions	Please provide another proof of residency in the form of a mortgage statement, local property tax bill, or lease agreement.

4. Click on the [⊕ Add] button
5. Provide a file description, upload the necessary file via [↑], and click [☑ OK]

Additional Files:

	File Description	File
[☑ OK]	Proof of Residency	↑
	[⊕ Add] [🗑 Delete]	

6. Repeat Steps 4 and 5 until all files have been uploaded and click [⚑ Finish]

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

For assistance, please contact StudentRegistration@peabody.k12.ma.us
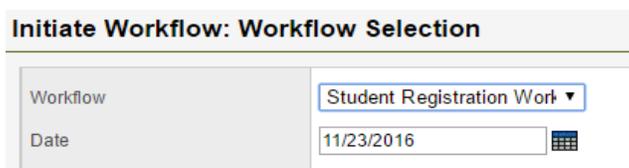
NEW STUDENT REGISTRATION Workflow and Forms

The Student Registration Workflow should be used to register a student who has never previously been enrolled at Peabody Schools. If you are re-enrolling a student who HAD previous been enrolled at the district, see the STUDENT RE-ENROLLMENT WORKFLOW instructions. All Student Registrations must be approved by the Peabody Public Schools.

NOTE: If you provided family-based Address and/or Contact information in the Family Registration Workflow, this information will be automatically prepopulated on all forms. You may override this prepopulated information at any time on a case-by-case basis.
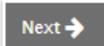
Step 1: Initiate a new Student Registration Workflow

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

1. Log in to Aspen
2. Click on the [+ Initiate...] 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 [Next →]
5. Read the instructions on the following screen and click [Next →] , then [⚑ Finish]

Step 2: Complete the Student Registration Form

Note: You will be required to upload your student's Birth Certificate during this step. Please have this document available IN DIGITAL FORMAT, ON THE DEVICE you are using to complete this step in the registration process. You will NOT be able to complete this step without uploading a birth certificate document/image.

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

1. Click on **Complete Student Registration Form** link in the Tasks Widget, Task column
2. **Specify whether you are registering an incoming PreK/Kindergarten student or a Grade 1-12 student:**

   ○ Register PreK/Kindergarten Student
   ○ Register Grade 1-12 Student   and click the [Next →] button
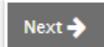
3. Provide demographics information on the **Demographics** tab
4. Provide race/ethnicity information on the **Ethnicity/Race** tab

   … at least one race must be specified ...

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

   … *this tab will be auto-populated if you chose to create a Family-based address*...

6. Provide primary emergency contact information on the **Contact 1** tab

   … *this tab will be auto-populated if you chose to create Family-based contacts*...

7. Provide secondary emergency contact information on the **Contact 2** tab

   … *this tab will be auto-populated if you chose to create Family-based contacts*...

8. Provide any legal information regarding your student's safety; upload any relevant documents (e.g. custody/restraining orders) that apply to the legal consideration you are describing

9. Upload the following documents on the **Documents** tab:
   - **A copy of the student's Birth Certificate (REQUIRED)**
   - A copy of the student's most recent transcript (optional)
   - A copy of the student's active IEP document (optional, as needed)
   - A copy of the student's active Education Plan document (optional, as needed)
   - Any other document you would like to share with the district

   NOTE: Vaccinations will be uploaded through another form and can be omitted here

11. When you are finished, click [⚑ Finish]

Step 3: Complete the Early Screening Inventory Form (conditional)

If you specified that you are registering an incoming Kindergarten student, you will be asked to complete additional forms as part of your registration: the Early Screening Inventory form and the Early Childhood Survey form. The **Early Screening Inventory** asks you to answer questions regarding the child's birth and various health screenings he or she received as a young child. **No document uploads are required to complete this form.**

To fill out the **Early Screening Inventory form**, perform the following:

1. Log in to Aspen
2. Click on **Complete Early Screening Inventory** link in the Tasks Widget
3. Review the form introduction and click [Next ➜]
4. Answer all of the questions across all 6 tabs
5. When you are finished, click [⚑ Finish]

Step 4: Complete the Early Childhood Survey Form (conditional)

The **Early Childhood Survey form** asks you to answer questions regarding the type of schooling the child received prior to enrolling into Kindergarten (if any). **No document uploads are required to complete this form.**

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To fill out the **Early Childhood Survey form**, perform the following:

1. Log in to Aspen
2. Click on **Complete Early Screening Inventory** link in the Tasks Widget
3. Review the form introduction and click [Next →]
4. Answer all of the questions on the form
5. When you are finished, click [🏁 Finish]

Step 5: Complete the Student Health Form

The **Student Health form** is required for all students and will be reviewed by the Student Registration staff, as well as the School Nurse of the school to which the student is ultimately assigned. **No document uploads are required to complete this form.**

Note: You <u>will be required to upload a copy of your student's latest vaccinations</u> during this step. Please have this document available IN DIGITAL FORMAT, ON THE DEVICE you are using to complete this step in the registration process. You will NOT be able to complete this step without uploading a vaccinations document/image.
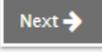
To fill out the **Student Health form**, perform the following:

1. Log in to Aspen
2. Click on **Complete Student Health Form** link in the Tasks Widget
3. Review your Student Registration Form input and click [Next →]
4. Answer all of the questions on the **Health Information** and **Signatures** tabs
5. Electronically 'sign' (name and date) the form and click [🏁 Finish]

Step 6: Complete the ELL Home Language Survey

The **ELL Home Language Survey form** is required for all students to determine if the student will require English Language Learner services from the district. **No document uploads are required to complete this form.**

To fill out the **ELL Home Language form**, perform the following:

1. Log in to Aspen
2. Click on **Complete ELL Home Language Survey** link in the Tasks Widget
3. Review your Student Registration Form input and click [Next →]
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 [🏁 Finish]

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Step 7: Complete the Records Release Form

The **Records Release Form** is required for all students who have previously enrolled in school or childcare program. **No document uploads are required to complete this form.**

To fill out the **Records Release form**, perform the following:
1. Log in to Aspen
2. Click on **Complete Records Release** link in the Tasks Widget, Task column
3. Review your Records Release Form input and click [Next →]
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 [⚐ Finish]

At this point, your Student Registration application is complete!

A staff member at Peabody Public Schools will review the information and supporting documentation you have provided and will either:
1. **Approve your application**
2. **Deny your application**, or
3. **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 8: 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 [Next →]

For assistance, please contact StudentRegistration@peabody.k12.ma.us

Peabody Public Schools requests the following additional information:

Instructions	Please provide another proof of residency in the form of a mortgage statement, local property tax bill, or lease agreement.

4. Click on the **➕ Add** button

5. Provide a file description, upload the necessary file via ⬆️, and click **☑ OK**

Additional Files:

	File Description	File
☑ OK	Proof of Residency	⬆️

➕ Add   🗑 Delete

6. Repeat Steps 4 and 5 until all files have been uploaded and click **🏳 Finish**

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

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STUDENT RE-ENROLLMENT

The Student Re-enrollment Workflow should be used to re-enroll a student who HAS previously been enrolled at Peabody 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 Peabody 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 **+ Initiate...** button in your Tasks Widget
3. From the Workflow menu, select **Student Re-Enrollment Workflow**
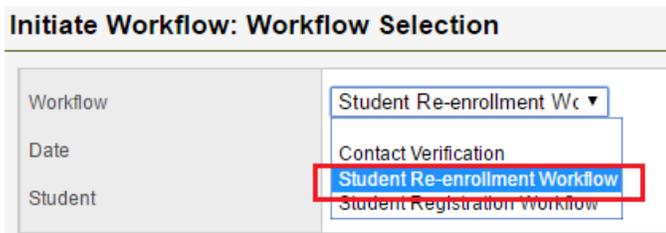
3. Click on the search icon 🔍 next to the **Student** label to bring up the pop-up window
4. Select the student you wish to re-enroll, and click **☑ OK**
   You can only pick from non-Active/non-Pre-Registered students in your family
5. Review the instructions that have provided and click **Next →** , then **⚑ Finish**

Step 2: Complete the Student Re-Enrollment Form

Perform the following steps:

1. Click on Provide Re-enrollment Info link in the Tasks Widget, Task column
2. Review the message provided by the district, and click **Next →**
3. Provide a description of why you wish to re-enroll the student in the district:
4. Upload any supporting documentation you wish to provide by clicking on **➕ Add** and uploading the necessary documents
5. Review the information on the current screen and click **⚑ Finish**
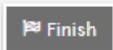
At this point, your Student Re-Enrollment application is complete!

A staff member at Peabody 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**

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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).

<u>Step 3: Provide Additional Information</u> *(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 [Next →]

Peabody Public Schools requests the following additional information:
Instructions	Please provide another proof of residency in the form of a mortgage statement, local property tax bill, or lease agreement.

4. Click on the [➕ Add] button
5. Provide a file description, upload the necessary file via ⬆, and click [☑ OK]

Additional Files:

	File Description	File
☑ OK	Proof of Residency	⬆
		➕ Add 🗑 Delete

6. Repeat Steps 4 and 5 until all files have been uploaded and click [⚑ Finish]

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

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