Back to School Process Using Aspen

2023-2024

Back to School Process

- Starting with the 23-24 School Year we will utilize Aspen to capture Back to School information. This includes:
  - Parents updating email, phone numbers, emergency contacts
  - Parents electronically accepting Beginning of the Year forms
    - Acceptable Use Policy
    - Building Handbook
    - FERPA/Photo Permissions

Parents Begin in Aspen Pages

Click on "Initiate" under the Back to School section

Parents must complete each of their students separately

Parent Start Tab

Start	Student	Parent/Guardian	Other Contacts	Additional Info	Acknowledgements/Consent	Submit

Instructions

Please complete each of the tabs and then click Submit when finished. If you need to stop and come back later, select Save & Close.

Welcome to the Big Spring School District's 2023-2024 Back to School Student Information Review and Form Completion Portal.

Registration

You are registering for the following student and for the current school year:

Student Name   **Test, Student 1**

Parent Student Tab

← Previous | 🖫 Save & Close | Next → | ✖ Cancel

| Start | **Student** | Parent/Guardian | Other Contacts | Additional Info | Acknowledgements/Consent | Submit |

Student Information

Student Name	Test, Student 1
Date of birth	5/7/2016 Age 7
Grade Level	02
Local ID	777777

Address Information

Review the Physical or Mailing Addresses below.

Physical Address
123 Main St
Newville, PA 17241

Mailing Address
123 Main St
Newville, PA 17241

To update the student's address, complete the website form linked here.

Parents cannot update their address with Back to School. They still follow the process of filling out the online Address Change form and must provide 2 proofs of residency. This link takes them to the Address Change page of our website.

Housing / Residence

Housing status * [dropdown]

Does the student share the primary residence with non-immediate family members (such as grandparents, friends, etc.)? * [dropdown]

Is the student's current residence temporary? * [dropdown]

These answers are required

Parent Family Tab

First name	Mom
Last name	Test
Relationship *	Mother

Email Address

For custodial parents/guardians, a primary email is required.

Primary email *	testmom@hotmail.com

Phone Information

Enter at least one phone number

Main phone *	717-777-7777
Global Connect Number	
Secondary Phone	

Address Information

Physical Address

Is the physical address the same as the student? Y

123 Main St
Newville, PA 17241

Mailing Address

Mailing address same as the physical address? Y

123 Main St
Newville, PA 17241

Click HERE to access the Address Change Form

Click HERE to access the Change Request Form (includes name change)

Parent/Guardian

Click on the Contact Name to enter notes about that contact.

Contact Name	Relationship	Email	Main phone	Global Connect Number	Secondary Phone	Contact Notes
Test, Dad	Father	testdad@hotmail.com	717-777-7778	717-777-7778		

Contact Name	Relationship	Email	Main phone	Global Connect Number	Secondary Phone
Test, Mom	Mother	testmom@hotmail.com	717-777-7777		

Parents can click on their name and edit their email and phone numbers. They cannot change their names or address. Again it prompts them to complete our online forms for these changes.
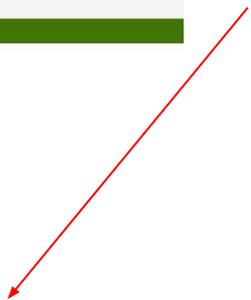
Family Parent Tab

Only the parent who is logged into Aspen can edit their own information. They cannot edit other parent information in Back to School. The other parent will have to log into aspen and complete the Back to School to update their information or they need to fill out the online Information Change form.

Parent Other Contacts

Parents can make any adjustments to this tab.

| Start | Student | Family/Contacts | **Other Contacts** | Additional Info | Acknowledgements/Consent | Submit |

Other Contacts

If parents/guardians cannot be reached, only then will these contacts be notified.

Contact 1

Name	Grandpa
Relationship	Grandpa
Phone	717-777-7777

Contact 2

Name	Grandma
Relationship	Grandma
Phone	717-777-7777

Contact 3

Name	
Relationship	
Phone	

Parent Additional Info Tab

← Previous | 💾 Save & Close | Next → | ✖ Cancel

| Start | Student | Family/Contacts | Other Contacts | **Additional Info** | Acknowledgements/Consent | Submit |

Additional Student Information

Is this student a dependent of an active duty member of the U.S. military? [No ▾]

Do you wish to receive information about the Free/Reduce Lunch Program? [Yes ▾]

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

Media/Publish Photo (such as news story/ school website, newsletter, etc.) [Yes ▾]

College recruiters and Military recruiters is only for HS students

College recruiters [No ▾]

Military recruiters (including address and phone number) [No ▾]

← Previous | 💾 Save & Close | Next → | ✖ Cancel

Parent Acknowledgements/Consent Tab

Start	Student	Parent/Guardian	Other Contacts	Additional Info	Acknowledgements/Consent	Submit	

Acknowledgements/Consent

Acknowledgement Documents

All policies listed below can be accessed on the Big Spring SD website by clicking HERE:

- Weapon Policy
- Attendance Policy
- Transportation Policy
- Asbestos Notification Information
- Bullying/Cyberbullying Policy
- COPPA Information

Parents must complete the required fields in order to move forward to the submit phase.

Policies/Handbooks can be reviewed on the Big Spring SD website by clicking HERE.

☑ I have reviewed the Acceptable Use Policy. *

☑ I have reviewed the appropriate BSS Building handbook. *

[MT] Enter your initials to confirm you have been informed and given access to the Big Spring School District Policies, Acceptable Use Policy and BSSD Building Handbook. *

Parent/Guardian Lunch Account Consent

By opening a school meal account with Big Spring School District you agree to keep an accurate, timely and positve balance for your student's meal account. Should a debt develop and goes unpaid, you acknowledge the district may utilize means to collect those funds including but not limited to reminders, a collection company and legal action. Please refer to Board Policy 808 under Acknowledgement Documents for additional information. Thank you for the responsbile management of your student's meal account.

[No ▾] Do you give permission to your **elementary** student to purchase A La Carte items?

Parent Submit Tab

Start	Student	Family/Contacts	Other Contacts	Additional Info	Acknowledgements/Consent	**Submit**

Previous | **Save & Close** | Next | **Submit** | **Cancel**

Done!

Congratulations! You have reached the end of the Back to School process.

Click each tab and review the information. When all information is accurate and complete, click Submit.

Previous | **Save & Close** | Next | **Submit** | **Cancel**

Click on the submit button to complete the Back to School process.

Parent Aspen Pages

Once the Back to School process has been completed the parent can view this on their Aspen Pages. If a Back to School is incomplete it will also appear here. This will show for all students that the parent has started and/or completed. Once completed the parent cannot access the workflow.

Back to School

Start a new Returning Student Registration

+ Initiate...

Resume working on any Returning Student Registration that has already been started

Name	WorkflowPhase	Actions
Test, Student 2	Not Submitted	✓ ✗
Test, Student 1	Submitted	

To return to an incomplete Back to School the parent needs to click on the green check mark. Submitted means the parent has completed the Back to School and staff need to accept it.

Parent Aspen Pages

Once staff has accepted the Back to School submission "Accepted" will appear.