

Instructions for Completing Annual Parent Sign-offs and Student Health Assessment forms using the Aspen Parent Portal

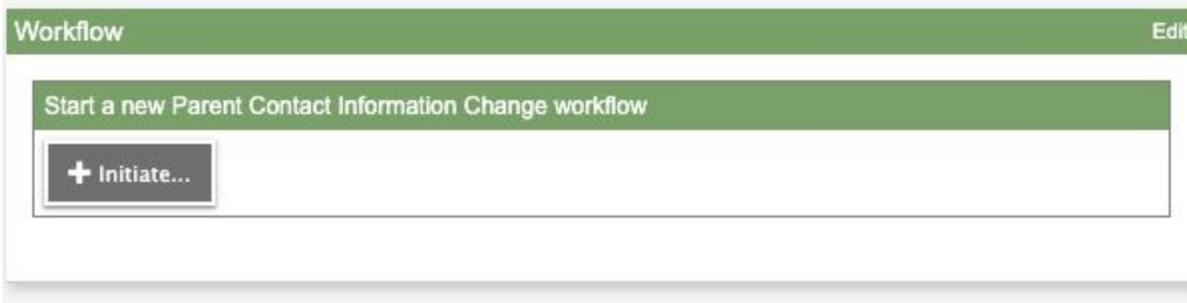
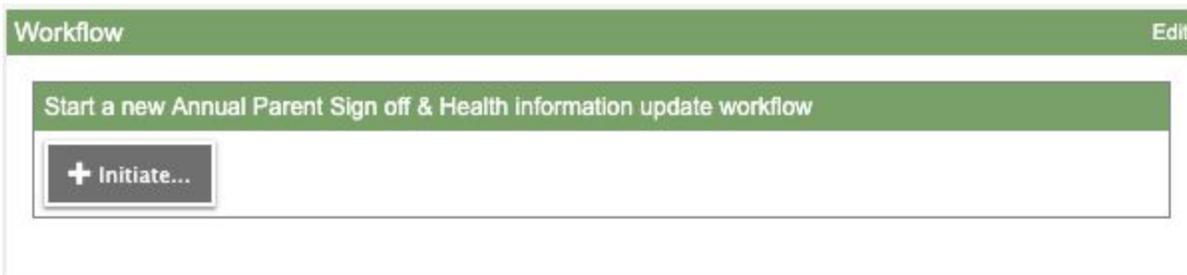
As you may recall from last year, we will once again be using a “Workflow” in the Aspen Parent Portal to collect the necessary information regarding handbook acknowledgements, parental permissions, updated health history, etc. This is required at the beginning of each school year for every student. The information you fill out in the portal will be pushed directly to the student’s records the **following day** and office personnel will be able to easily identify those students whose parents or guardians have not yet completed the necessary paperwork.

This workflow is available on your Aspen Parent Portal (<https://ma-norwell.myfollett.com>) and needs to be completed between now and September 18th, but the earlier the better. Every parent or guardian has his or her own account, but only one parent needs to log in and complete the form for each student. As a reminder, parent usernames are lastname.firstname.fam (all lowercase). If you are new to Norwell schools and don’t yet have an account, please contact Kathy Lynch at kathleen.lynch@norwellschools.org to get an initial password. If you have accessed the account before and have forgotten the password please use the forgot password reset option prior to contacting Kathy for assistance.

Below are the instructions and sample screen shots of what you will see when you log in. It is recommended that prior to completing the workflow you access and review the appropriate student-parent handbook on the Norwell Public Schools Website (www.norwellschools.org/Page/31_) including the additional COVID-19 insert that has been added this year, as you will be acknowledging that you reviewed the handbook with your student during this process.

Steps for Completing Annual Parent Sign offs and Health Assessment Workflow:

- 1) Log into your Aspen Parent Portal account. You will enter the site on the Pages (Home Page) tab if you are logging in via a computer.
- 2) Part way down the page on the left you will see a box titled “Workflow” with the heading “Start a new Annual Parent Sign off & Health Information update workflow.” Click the **Initiate** button to begin. If nothing happens when you click the button, your pop-ups are being blocked. Allow pop-ups on your browser and the form will open.



3) Select the magnifying glass, select the student you are completing this for (needs to be done for each student), click ok, and then the next button to start the workflow. Note: If you select the wrong student do not hit the back button. Instead close the window and select the Initiate button again.

Workflow: Annual Parent Sign off & |

Date: 9/1/2019

Student: 

Navigation: Previous, Next, Finish, Cancel

4) Click on the arrow in the upper right hand corner to make the box viewable on the full screen. Use the scroll bar to move up and down the page.

5) Read and answer each question and enter or edit information, as applicable. If you filled this out last year some of the information is still there with the exception of the permissions and handbook receipt fields. For the alternate Emergency Contact Information, (section 3), please DO NOT enter the parent or guardian's contact information. We have that already. Enter an additional contact that would be used only if you could not be reached (i.e. grandparent, neighbor, etc.).

6) After you have answered all the questions, click the Next button at the bottom of the screen. If you have not answered a required question it will not allow you to continue.

COMPLETE THE VERIFICATION PROCESS

14: Click the **NEXT** button at the bottom of the form and then click **FINISH**

Navigation: < Back, Next >, Finish, Cancel

7) The final step to submit the form is to select the “Finish” button in the lower right corner. If you close this box without selecting the finish button the form will not submit.

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Initiate Workflow: Confirmation **Step 3 of 3**

Workflow	Annual Parent Sign off & Health information update
Student	
Date	9/1/2019

← Previous Next → **Finish** **Cancel**

8) Repeat this process for each child you have in the Norwell Public Schools.