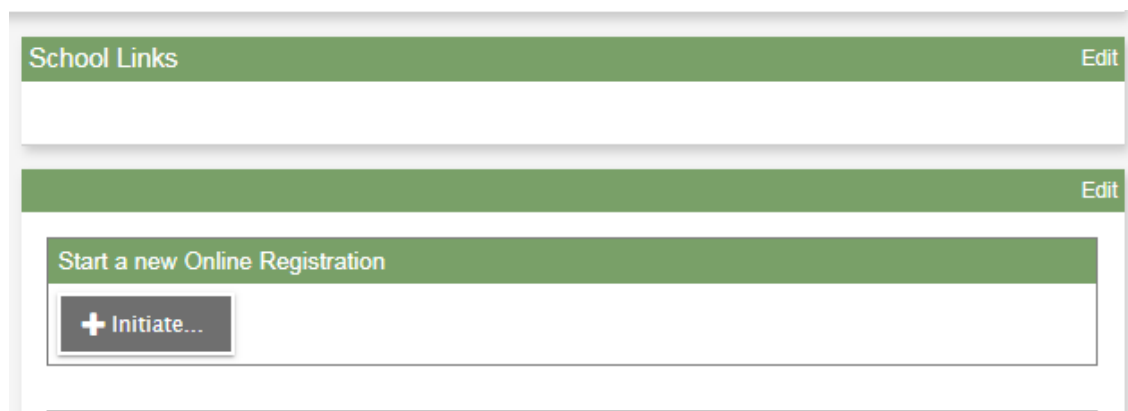


## How to Register Your Student Using ASPEN

Welcome to Tiverton Public Schools! This manual will take you step-by-step in registering your child through the ASPEN family portal. Please note that you will first need an ASPEN account in order to complete the registration workflow. Please visit the Tiverton Public Schools website for more information.

*To register your child with ASPEN:*

1. Go to the ASPEN home page for Tiverton Public Schools and log in:  
<https://ri-tiverton.myfollett.com/aspn/logon.do>
2. In the bottom right, click “+ **Initiate**” under the heading “**Start a new Online Registration**”.



3. The registration application will appear:

<b>Start</b>	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Documents	Submit
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**Instructions**

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

**Personal Information Notice**

The personal information collected will be used for education, administration, and statistical purposes of the District and/or Department of Education. Questions about this collection of personal information should be directed to  
 100 North Brayton Road Rear, Tiverton, RI 02878  
 401-624-8475

**School Year Selection**

To begin registration, select a school year below:

2019-2020

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save** and **Close** at any time to come back later to complete this form.

← Previous
Save & Close
Next →
✕ Cancel

- To complete the registration application, fill in the fields under each tab and click "**Next**" to move onto the next page.

*Please note:*

- You must complete each page before moving on to the next section. Any field with a red \* indicates a required field. You will not be able to move on to the next page without completing that information.
- You may save the application at any time and return later if you wish. You can locate the registration workflow on your portal homepage where you began the workflow.

The pages in the application are as follows:

**Start:** Select the school year for which you wish to register your child.

**Student:** Enter your child's demographic information, including name, birth and citizenship, age and grade level, ethnicity and race, phone, address and housing information.

**School:** Your child's school will be selected by Central Office. Click "**Next**" to navigate to the next tab.

**Family/Contacts:** Click on your name to complete your information. Click "**Add**" to input additional contacts for your child. For all contacts, be sure to include their relationship to your child and their gender. Complete the legal information, and add any siblings who **already** attend Tiverton Public Schools.

**Additional Info:** Provide information about your child's previous school, or click the checkbox next to "**No previous school**" if not applicable. Complete the additional fields under this tab, including additional student information and transportation information.

**Language:** Provide information about your child’s primary language, and secondary languages if applicable. Note whether or not your child may require ELL (ESL) services and if you will require a translator at parent-teacher meetings.

**Health:** Enter your child’s medical information, including primary physician and health insurance, medication and allergies, and information about your child’s vision, hearing, and speech.

**Services:** Note whether or not your child has received or is currently receiving services for Special Education, a 504 plan, or social emotional health. Provide additional information if necessary.

**Documents:** This page contains a list of documents accepted by the district as proof of residency. You’ll need to provide three (3) of these documents. You may upload them here or you may bring them with you to Central Office when you complete your registration.

To upload documentation to the registration:

- Click “+ **Add**”.
- In the window that appears, type in a name for the document.
- Under “**Type**”, choose “**Online Registration**”.
- Click the arrow next to “**Document**”. Select the file from your computer and click “**Import**”. Then click “**OK**”.

Name *	<input type="text"/>
Type	<input type="text"/>
Document *	
Filename	
Format	<input type="text"/>

**Submit:** This is the final step in the registration application. Enter any additional information you wish to provide to the registrar. Be sure to review the information on each tab to ensure its accuracy before submitting. Once you click “Submit”, you will not be able to go back and make changes. When you are ready, click “**Submit**” to complete the registration.

On your portal dashboard, you will now notice that your registration workflow says “**Awaiting review**”.

Name	Grade	Requested School	Workflow Phase	Actions
Doe, John	PK		Awaiting review	

For more information about the next steps in registering your child, please visit the Tiverton Public Schools website.

