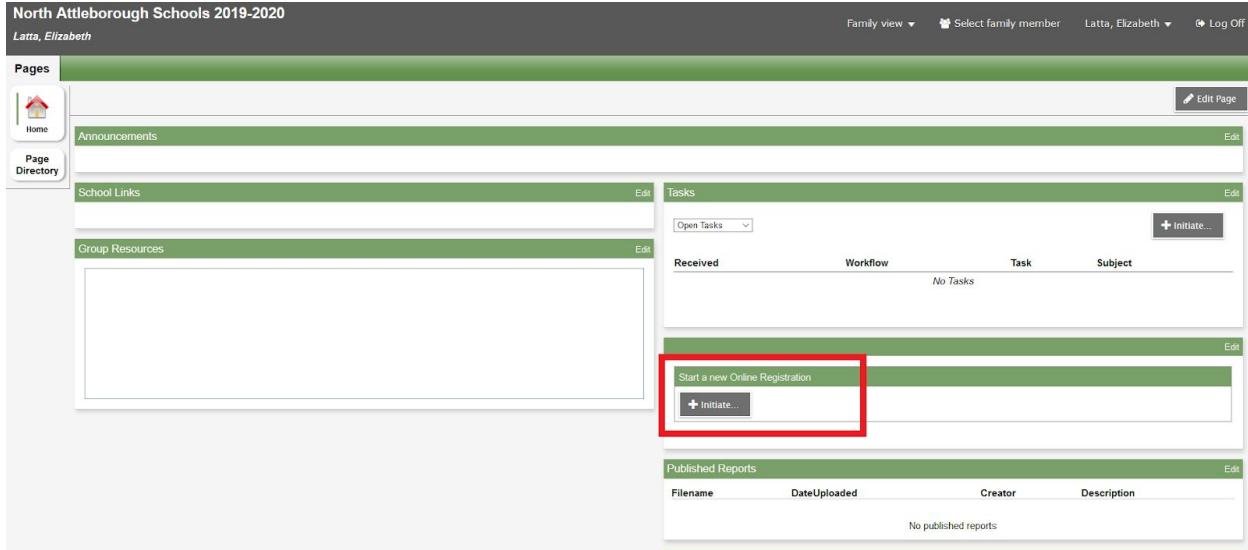


# Registering Your Child

Please note - online registration cannot be completed on a mobile device.

To begin registering your child, log into the Aspen portal (if you do not have an Aspen account, please see instructions for creating an account). Select the "Initiate" button:



You will be brought into the Online Registration entry screen. If you have questions while completing your registration, please contact the appropriate person below (based on the school level of your student):

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Documents	Submit
<b>Instructions</b>									
Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close".									
<b>Personal Information Notice</b>									
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:									
<b><u>Preschool</u></b>	<b><u>Elementary</u></b>	<b><u>Middle School</u></b>	<b><u>High School</u></b>						
Grade: PK	Grade: K-5	Grade: 6-8	Grade: 9-12						
Early Learning Center	Registration Office - MS	Middle School	High School						
Lynne Perreault	Sharon Chretien	Guidance Office	Guidance Office						
Main Office	564 Landry Avenue	564 Landry Avenue	One Wilson W. Whitty Way						
25 School Street	N. Attleborough, MA 02760	N. Attleborough, MA 02760	N. Attleborough, MA 02760						
N. Attleborough, MA 02760	Phone: 508-643-2178	Phone: 508-643-2130	Phone: 508-643-2120						
Phone: 508-643-2145	<i>By Appointment</i>	<i>By Appointment</i>	<i>By Appointment</i>						
<b>School Year Selection</b>									
To begin registration, select a school year below:									
<input type="radio"/> 2020-2021									
All your changes are saved when you click the <b>Next</b> or <b>Previous</b> buttons. You may click <b>Save &amp; Close</b> at any time to come back later to complete this form.									

There are 10 tabs of information to complete for your child. Use the navigation buttons at the bottom of the screen to move from tab to tab:

**Instructions**

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

<b><u>Preschool</u></b>	<b><u>Elementary</u></b>	<b><u>Middle School</u></b>	<b><u>High School</u></b>
Grade: PK	Grade: K-5	Grade: 6-8	Grade: 9-12
Early Learning Center	Registration Office - MS	Middle School	High School
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N. Attleborough, MA 02760	Phone: 508-643-2178	Phone: 508-643-2130	Phone: 508-643-2120
Phone: 508-643-2145	<i>By Appointment</i>	<i>By Appointment</i>	<i>By Appointment</i>

**School Year Selection**

To begin registration, select a school year below:

2020-2021

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

← Previous
Save & Close
Next →
✕ Cancel

Click "Previous" to move to the last tab, and "Next" to move to the next tab. You can click on "Save & Close" at any time to save your entered information so you can continue entering the registration information at a later time. "Cancel" will exit the registration without saving any entered information.

If you click on the Save & Close button, your registration will appear when you log back into the Aspen portal:

Start a new Online Registration

+ Initiate...

Resume working on any Online Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Barnes, James	10		Not submitted	<input checked="" type="checkbox"/> <input style="color: red;" type="checkbox"/>

Click on the green check mark to continue entering the registration. Click on the red X to delete the registration.

Prompts with a red asterisk (\*) are required. You will not be able to move to the next tab until that information is entered.

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

**Legal Name**

First \*

Middle

No middle name

Last \*

Suffix

Gender \*

### Birth and Citizenship

**Place of birth**

City

County

State

Country

Country of citizenship

Country of last residence

### Age and Grade Level

Enter the student's date of birth, which will determine the grade for the school year.

Date of birth \*

Age as of Sept 1 0

Grade level \*

The Documents tab allows you to upload the supporting documentation for your registration.

### Documentation

Required Documentation for New Students to this district:

When you visit your school to complete this registration, you must submit **three (3)** of the following plus a drivers license for proof of residency:

- Title Evidence
- Mortgage Statement
- Lease Agreement
- Property Tax Bill
- Driver's License
- Car Registration
- Bank Account Paperwork
- Voter's Registration Card
- Home Insurance Policy
- Home Loan Payment Book
- Utility Bill/letter

If you are unable to upload these documents, please submit your application and the registrar will contact you.

Once your registration is processed you will be required to present your child's health record and original birth certificate to the administrative assistant at your child's assigned school.

Name	Type	Filename	Document
No matching records			

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

Click "Upload" to begin uploading your document.

https://ma-naschools.myfollett.com/aspens/childDetail.do?p...

Name \*

Type: Online Registration

Document \*

Filename

Save Cancel

Give your document a name (the name should reflect the type of document, for example “License”). Change the Type to “Online Registration”. Click on the up arrow to select the document from your computer, then click Save. If you have trouble uploading your documentation, you can continue with your registration without uploading any documents and the registrar will contact you to obtain the required documentation.

The last tab allows you to submit your registration:

Start Student School Family/Contacts Additional Info Language Health Services Documents **Submit**

**Done!**

Congratulations! You have reached the end of the Registration form.

The registrar will review your information and reach out to you with your child's school assignment and next steps. Thank you.

Enter any final notes or comments for the registrar (optional)

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

**Note:** Once you click **Submit**, you will not be able to edit this form.

Previous Save & Close Next **Submit** Cancel

After hitting the Submit button, hit <F5> to refresh your screen. Your registration will appear as “Awaiting review”:

Start a new Online Registration

+ Initiate...

Resume working on any Online Registration that has already been started

Name	Grade	School > Name	Workflow Phase	Actions
Barnes, James	10		Awaiting review	

The registrar will review your application and contact you.