

New Student Registration for Parents/Guardians

Welcome to the Littleton Public Schools new student registration. This new student registration will allow parents to create an Aspen account and register their student through the Aspen Family Portal. The [Aspen Family Portal](#) will be used to complete all tasks. If you need assistance with logging in, please visit [How to log into the portal](#). Be sure to enable your browser to allow pop-ups for this site. Please maximize the pop up window to ensure you can read and review all information.

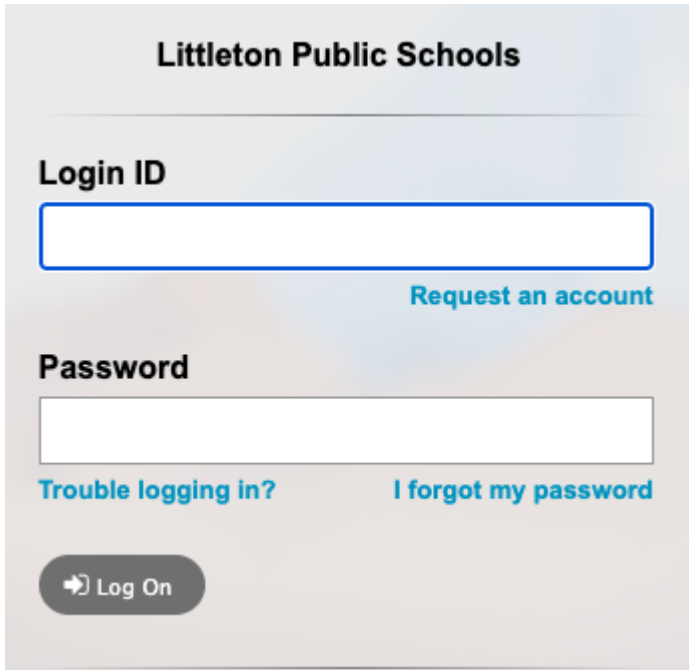
1. If you are a **new** incoming parent/guardian to Littleton Public Schools, you will first need to create an account on our [Aspen Log in](#) Page.

Upon going to the [Aspen](#) page, click on the blue **Request an Account** link.

If you are an existing parent/guardian in our district and are registering a sibling, you will use your existing Aspen Login ID.

If you are having difficulty with your Aspen log in, please email aspen@littletonps.org.

Additional information regarding Aspen can be found on our [District](#) page.



The screenshot shows the login interface for Littleton Public Schools. At the top, it says "Littleton Public Schools". Below that is a "Login ID" label followed by a text input field. To the right of the input field is a blue link that says "Request an account". Below the input field is a "Password" label followed by another text input field. Below the password field are two blue links: "Trouble logging in?" and "I forgot my password". At the bottom left is a dark grey button with a right-pointing arrow and the text "Log On".

2. A new window will pop up with an option below to choose one of the available account types. As a new family to the district, please click on **Next Step** on the bottom left to proceed through the New Student Registration. If you have completed this step previously and have not received the account validation email, please select **click here** in the pop up window to have the email resent.

Account Type

Please choose one of the available account types below.

- I am a parent/guardian registering my student online**
Choose this option if you have never created an Aspen SIS account

[Click here](#) to have the account validation email resent

Next Step →

✕ Close

- The next page will ask you to enter the information for you the parent/guardian . The fields marked with asterisks are required fields and must be entered with your information to continue. Please see the example below.

Create Your Aspen Account

Information for the account holder (for a parent or guardian, this is your information, not your student's)

First name *	<input type="text" value="Suzy"/>
Last name *	<input type="text" value="Snowflake"/>
Address line 1 *	<input type="text" value="33 Shattuck Street"/>
Address line 2	<input type="text" value="Unit B"/>
City *	<input type="text" value="Littleton"/>
State/province *	<input type="text" value="MA"/>
Postal code *	<input type="text" value="01460"/>
Phone 1 (H) *	<input type="text" value="978-540-2500"/>

← Previous Step

Next Step →

✕ Close

- Account Information - Please enter your email that will be used to create the account. This must be a valid email that will be used to confirm your account after completing this step. The password entered must be a minimum length of 6 characters, including one number, one capital and one lowercase letter. All fields with asterisks must be completed.

Account Information

Please fill in your user account information below.

Primary email *	<input type="text" value="myemail@google.com"/>
Confirm email *	<input type="text" value="myemail@google.com"/>
Password *	<input type="password" value="....."/> Requirements
Confirm Password *	<input type="password" value="....."/>
Security question *	<input type="text" value="What is your favorite vacation spot?"/>
Security answer *	<input type="password" value="....."/>
Confirm answer *	<input type="password" value="....."/>

← Previous Step

Create My Account

✕ Close

- Click on Create my Account

Confirmation

✓ Account request processed!

Next step

A verification email will be sent to the address you specified. Please click on the confirmation link in the email to verify your address. Once completed, your account will be activated and you'll be able to login using the email address and password you just entered.

Note: Be sure to check your spam folder if you don't see the email right away.

✕ Close

6. At this point you will then receive an email to the email address you entered previously. Click on the confirmation link in the email to verify. Once this is done you can log in with the email address and password you entered.

Now you are ready to Register your student:

Log into the Littleton Aspen account with your new Login credentials

On the Pages tab of Aspen, Click on the +Initiate button on your screen

New Student Registration

Start a new New Student Registration

+ Initiate...

From here you will follow the directions on each page of the New Student Registration. Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close". 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. You will be asked to upload required documentation as it relates to registration in our district. Please have these items ready to upload.

Required Documentation for New Students to this district:

Birth Certificate

Health records:

- Physical exam dated within 12 months

- Immunization record - click here to visit Mass.gov for requirements

- Lead screening for K students

- Vision and Hearing screening for K students

- Vision screening for PK students

Verification/Proof of Residency (1 document required)

- Utility bill with Littleton address

- Signed lease

- Signed purchase & sale agreement

Settlement document on new home

Property tax bill

Property deed

Automobile registration/Excise tax bill

Other

Most recent report card/transcript from previous school (if applicable)

Custody/court order (if applicable)

IEP/504 or additional document as applicable

When you click submit the registrar will review the information submitted and communicate with you as it relates to any questions or concerns. Once approved, you will receive notification from the district via email that your students registration has been completed and approved.

If you have questions as it relates to completing the information, please contact your students school or District office

Shaker Lane Elementary 35 Shaker Lane 978-486-3959

Russell Street Elementary 57 Russell Street 978-540-2520

Littleton Middle School 55 Russell Street 978-486-8938

Littleton High School 56 King Street 978-952-2555

Central Administration 33 Shattuck Street 978-540-2506