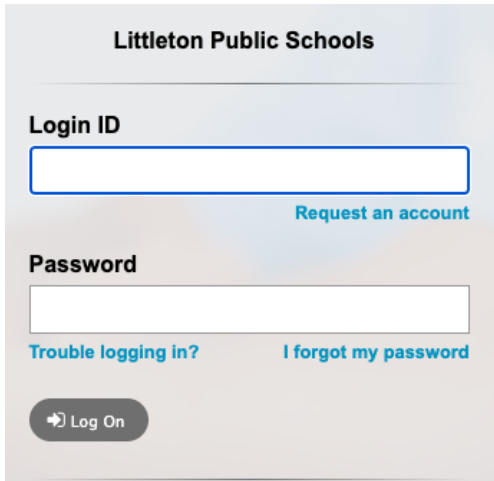


Current Student Registration for Parents/Guardians

Welcome to the Littleton Public Schools current student registration. Families are required to complete the current student registration by currently enrolled families in district to review information in Aspen prior to the start of the school year. To complete, you will use your existing **Aspen Family Portal** Account assigned to the Emergency Priority 1 contact on record in Aspen. 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.

If you are a **NEW** incoming parent/guardian to Littleton Public Schools for 2023/2024, you will **NOT** need to complete as you registered in the Spring or Summer and completed all documentation. If there are any changes that need to be made now, please contact your child's school.

- Start by going to the [Aspen](#) page for Littleton Public Schools.
- Log into the Littleton Aspen account with your family login credentials as you have used in the past.



The screenshot shows the login interface for Littleton Public Schools. At the top, it says "Littleton Public Schools". Below that is a "Login ID" field with a text input box and a "Request an account" link. Underneath is a "Password" field with a text input box, a "Trouble logging in?" link, and an "I forgot my password" link. At the bottom left is a "Log On" button with a right-pointing arrow.

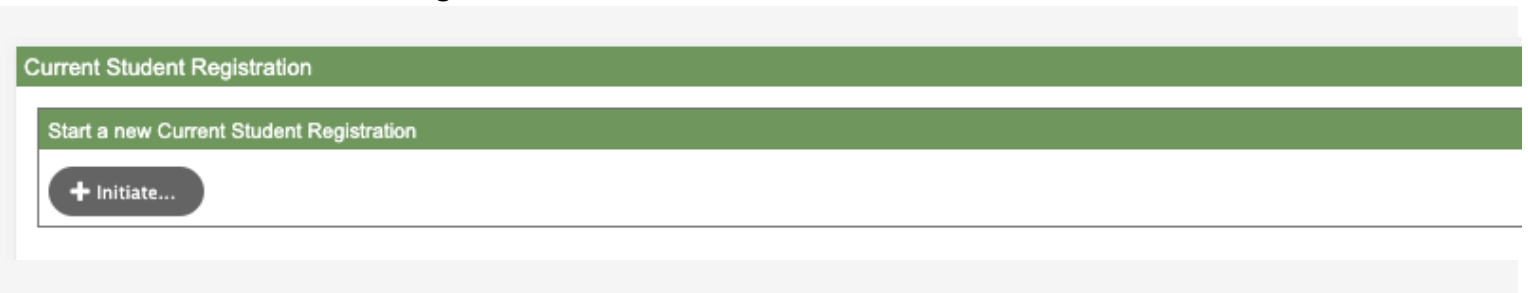
*If you are having difficulty with your Aspen log in , please email aspen@littletonps.org.

You will need to include the following:

1. Both Parent and Student's name
2. Student's street address
3. Brief description of your problem
4. For security reasons, we will only reply to the student's 1st contact's email.

* Please do not google Aspen as other districts in MA have Aspen and you may be trying to log into another districts page.

On the Pages tab of Aspen, Click on the +Initiate button on the right hand side of the screen to **Start a new Current Student Registration**



The screenshot shows a section of the Aspen website titled "Current Student Registration". Below the title is a green bar with the text "Start a new Current Student Registration". Underneath this bar is a dark grey button with a white plus sign and the text "+ Initiate...".

From here you will follow the directions on each page of the **Current Student Registration**

Student - To verify Address Information by review. Any address notes, please update in the text box, Phone Information for Emergency Notification Numbers for school delays or school closure

Family Contacts - Verify Parent Guardian, Contact information and update as needed. Add additional contacts by clicking on the add button. Legal Information is where you can update any custody or court orders.



Health - This is a NEW tab this year that will replace the paper form from years past. Please submit health information for the nurse as it relates to your child for Physician, Health Insurance, Medical Information, Medical Treatments, Medications and Allergies, and Other Medical Information.

Additional Info - Review Military Family status, Acknowledgment of the Student Parent Handbook, 1:1 Technology Program for RSS, LMS and LHS, Student Media Sharing consent, and Student Data Privacy.

Documents - This is where you can upload Court Orders, or any Health documentation required for the school.

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 may need to upload required documentation as it relates to current student registration in our district, such as update Please have these items ready to upload.

Updated Documents needed by Littleton Public schools as applicable

- Custody/court order (if applicable)
- Any updated physical information for Grades 1, 4, 7, and 10- If this is not available as of the date you submit, you can speak with the school nurse about providing at a later day.

When you click submit the registrar at the school will review the information submitted and communicate with you as it relates to any questions or concerns. Please allow 10 days to see any and all changes updated in the system.

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