

Register a student

Register students in your district (Root Organization), intermediate organization, or school from the Student List. You can register students who are new or returning to your school.

To register students:

- 1. Log on to the District, Intermediate Organization, or School view.
- 2. Select Student > Options > Registration > Register Student. Step 1 of the Student Registration wizard appears.
- 3. Type the student's First name and Last name, select a Gender, and type or click to enter a Date of birth.
- 4. Do one of the following:
 - If this student is not related to another student in the district, click Next and go to Step 5.
 - If this student is related to another student in the district, do the following:
 - a. Select the **Search for related student** checkbox. Additional fields appear.
 - b. Enter any required fields (determined by your root organization's preferences).
 - c. Type a name at the **Related student** field, and then click **Search**.
 - d. In the pick list, find the related student, and then click **OK**.
 - e. Select the Relationship to the student you are registering (such as sibling).
 - f. Click Next.
- 5. Enter general demographic information for the student.
- 6. Click the **Address/Ethnicity** tab to enter the student's address information. Type the address, and then click the **Validate Format** icon (if available) to validate the address format.

Note: Other tabs may appear in Step 2 of the wizard, depending on your district's settings. Click each tab and enter the information as needed.

- 7. Click Next. The Student Registration wizard displays Step 3.
- 8. Type or select the student's enrollment information, such as the school being entered.
- 9. Click Next. The Student Registration wizard displays Step 4.
- 10. Click Finish to register the student. Staff members can now enter demographic information and create a schedule for the student.

Withdraw a student

Withdraw a student from your school who will no longer be in your district. For example, you might withdraw a student who dropped out of school, or who moved to another state.

- 1. Log on to the District (Root Organization), Intermediate Organization or School view.
- 2. Click the Student tab.
- 3. Search for and select the student.
- 4. On the Options menu, click Registration > Withdraw Student. The Withdraw Student pop-up appears.
- 5. Enter the information in the Withdraw Student pop-up.
- 6. Click OK.





Create medical, legal, and other alerts

Use alerts to let users know about a student's legal situation, medical condition, or any other pertinent

information. After you enter an alert, the Legal Alert or Medical Alert icon appears next to the student's name on the Student pages in Aspen. Only users with appropriate privileges can see these icons.

To enter Medical, Legal, or Other alerts:

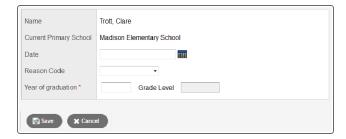
- 1. Log on to the District (Root Organization) or School view.
- 2. Click the Student tab.
- 3. Search for and select the student.
- Select Details > Alerts. Any Legal, Medical, or Other alerts already created for the student appear.
- 5. Do one or more of the following:
 - · To add a Legal alert, below Legal, click Add.
 - To add a Medical alert, below Medical, click Add.
 - · To add an Other alert, below Other, click Add.

The Student Alert pop-up appears.

- 6. Type the sequence number (order you want this alert to appear in) and a description.
- Click OK.
- 8. Click **Save.** The system displays the appropriate icon next to the student's name.
- 9. To view the alert, click the icon.

Change a student's Year of Graduation

- 1. Log on to the District (Root Organization) or School view.
- 2. Click the Student tab.
- 3. Select the student to promote or demote.
- 4. Select Options > Registration > Promote/Demote Student.
- 5. Enter the information in the pop-up, including the student's new year of graduation.



6. Click OK. The system updates the student's YOG.

Transfer a student

Transfer a student from your school to another school in your district. Your Aspen administrator defined how Aspen handles student transfers in your district's enrollment preferences.

To pull students from the sending school:

- 1. The sending school logs on to their School view.
- Click the Student tab.
- 3 Search for and select the student
- 4 Click the **Details** side-tab
- Select the Transfer pending checkbox and the student's new school at the Transfer School field.
- 6. The receiving school logs on to their School view.
- 7. Click the Student tab.
- 8. Select Options > Registration > Transfer Student.
- 9. In the **Name** field, click and select the student from the list of pending transfers. Click **OK**. The system transfers him/her to the destination school, creating a **W** (withdrawal) enrollment record for the transferring school and an **E** (entry) enrollment record for the destination school.
- 10. Enter the Withdrawal and Entry information.
- 11 Click OK

Change a student's enrollment status

Some schools might need to manually change a student's enrollment status. For example, you could pre-register a student in May so that his or her information is in the system, even though the student won't attend your school until the fall. Then, in September, you will need to update the student's status to active.

To change a student's enrollment status:

- 1. Log on to the District or School view.
- Click the Student tab.
- 3. Search for and select the student.
- 4. On the Options menu, click Registration, then Change Student Status. The Update Enrollment Status pop-up appears. Enter the information, and click OK. The system creates an S enrollment record for the student with the entered date and reason. The system also updates the student's enrollment status

