

Parent Permissions Workflow – Instructions for Parents

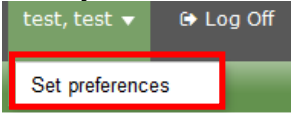
ONE PARENT/GUARDIAN COMPLETES THE WORKFLOW ONCE FOR A CHILD

Log into Aspen

STEP 1 – Set Preferences – 1 time set up

You only need to set these preferences once

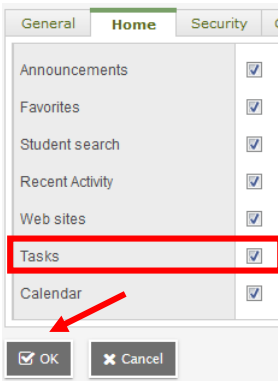
Click your name in the top right corner and click on Set Preferences



Click on the Home tab



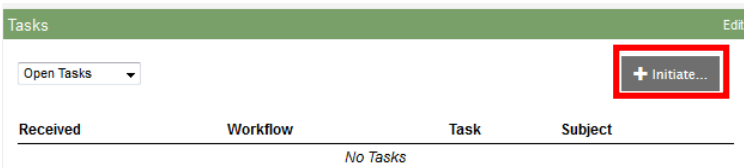
Make sure Tasks is checked off. Click OK



STEP 2 – Initiate Workflow

Find the Tasks Widget on the right side of the page.

Click Initiate.



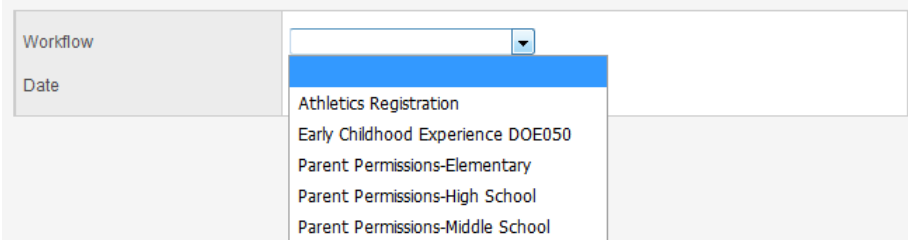
Click on the Workflow Drop down to Select the Workflow you want

Pick the correct Parent Permissions Workflow level for your child.

If you have more than 1 child, you will need to complete the workflow multiple times (one for each child) – choose the correct school level for each child.

Initiate Workflow: Workflow Selection


Step 1 of 3



Click on the **Magnifying Glass** to select your child.

Initiate Workflow: Workflow Selection

Step 1 of 3

Workflow	Parent Permissions-Elementary
Date	9/6/2018
Student	<input type="text"/> 

Select your child from the list (even if only 1 is listed) and click OK

- You will only see children that meet the criteria for the workflow (i.e. are in that school level)

	Name	YOG	Homeroom
<input checked="" type="radio"/>	test3, Testella	2031	

OK Cancel

Click **Next** at the bottom of the workflow window.

SCROLL DOWN TO SEE INSTRUCTIONS FOR EACH SCHOOL LEVEL

STEP 3 – COMPLETE PARENT PERMISSIONS

Elementary, Willett, & Little Mustangs Preschool Academy

If there are any fields filled in, that means that you or another guardian filled out the workflow and the school saved the data. You won't see anything in the workflow until the school saves the data. You can edit the fields and submit again if you want.

Handbook section: add today's date signifying that you received the elementary handbook (link on workflow page)

Optional: Add your email address if you would like it included in the email directory for your child's class

Optional: Add today's date to the Publicity Opt-Out if you don't want your child included in publicity

Click Next

Initiate Workflow: Details Step 2 of 3

Parent Permissions-Elementary Details for test3, Testella

Elementary Handbook Sign Off

I have received a copy of the student handbook found online at: [NPS Elementary Handbook](#) which includes the following:

- (1) A copy of chapter 269 of the Massachusetts General Laws describing the law which prohibits hazing
- (2) A summary of the sexual harassment policy
- (3) An explanation of the parental notification law
- (4) Norwood's Responsible Use Policy for technology

Enter today's date in the box below to signify that you have read Norwood Public School's Elementary Handbook

Parent Handbook SignOff

OPTIONAL: Parent Email Directory Opt-In

Elementary schools compile an Email Directory of current students. This directory is made available to parents and guardians in order to communicate and receive communications from the PTO, Room Parents, and the parents/guardians in their child's classroom. Enter your email address below, if you would like to include your email address in the directory.

Elementary Parent Email Opt In

OPTIONAL: Publicity OPT OUT

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. Generally parents allow this to happen, but we are very understanding of individual circumstances and respect the wishes of each family. If you do not wish to have your child photographed or be a part of any video recordings, please enter today's date in the box below to OPT OUT. Unless the field below is completed, it is understood that the Norwood Public Schools may publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which your child is included, whether taken by staff, students, or others. Unless indicated below, the parent/guardian allows the school to use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation..

Enter today's date in the box below to OPT-OUT of publicity

Publicity Opt OUT

← Previous Next → Finish Cancel

A confirmation screen pops up, click Finish at the bottom

← Previous Next → Finish Cancel

Coakley Middle School

If there are any fields filled in, that means that you or another guardian filled out the workflow and the school saved the data. You won't see anything in the workflow until the school saves the data. You can edit the fields and submit again if you want.

Handbook section: add today's date signifying that you received the middle school handbook (link on workflow page)

Optional: Add today's date to the Publicity Opt-Out if you don't want your child included in publicity

Click Next

Initiate Workflow: Details **Step 2 of 3**

Parent Permissions-Middle School Details for test3, Three

Coakley Middle School Handbook Sign Off

I have received a copy of the student handbook found online at: [Coakley Middle School Handbook](#)

I have read and understand the handbook. I agree to comply with the code of conduct and all of the rules/regulations, including the amendment to the General Laws, Chapter 269, which prohibits the practice of hazing.

I have read and agree to comply with Norwood's Responsible Use Policy for technology.

Enter today's date in the box below to signify that you have read Coakley Middle School's Handbook

Parent Handbook SignOff

OPTIONAL: Publicity OPT OUT

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. Generally parents allow this to happen, but we are very understanding of individual circumstances and respect the wishes of each family. If you do not wish to have your child photographed or be a part of any video recordings, please enter today's date in the box below to OPT OUT. Unless the field below is completed, it is understood that the Norwood Public Schools may publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which your child is included, whether taken by staff, students, or others. Unless indicated below, the parent/guardian allows the school to use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation.

Enter today's date in the box below to OPT-OUT of publicity

Publicity Opt OUT

← PreviousNext →FinishCancel

A confirmation screen pops up, click Finish at the bottom

← PreviousNext →FinishCancel

Norwood High School

If there are any fields filled in, that means that you or another guardian filled out the workflow and the school saved the data. You won't see anything in the workflow until the school saves the data. You can edit the fields and submit again if you want.

Handbook section: add today's date signifying that you received the high school handbook (link on workflow page)

Optional: Add today's date to the Publicity Opt-Out if you don't want your child included in publicity

Optional: Add today's date to the Military Opt if you don't want your child's information given to military recruiters

Click Next

Initiate Workflow: Details

Step 2 of 3

Parent Permissions-High School Details for test3, test3

Norwood High School Handbook Sign Off

I have received a copy of the student handbook found online at: [Norwood High School Handbook](#)

I have read and understand the handbook. I agree to comply with the code of conduct and all of the rules/regulations, including the amendment to the General Laws, Chapter 269, which prohibits the practice of hazing.

I have read and agree to comply with Norwood's Responsible Use policy for Technology.

Enter today's date in the box below to signify that you have read Norwood High School's Handbook

Parent Handbook SignOff

OPTIONAL: Publicity OPT OUT

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. Generally parents allow this to happen, but we are very understanding of individual circumstances and respect the wishes of each family. If you do not wish to have your child photographed or be a part of any video recordings, please enter today's date in the box below to OPT OUT. Unless the field below is completed, it is understood that the Norwood Public Schools may publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which your child is included, whether taken by staff, students, or others. Unless indicated below, the parent/guardian allows the school to use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation.

Enter today's date in the box below to OPT-OUT of publicity

Publicity Opt OUT

OPTIONAL: Military OPT OUT

Federal public law 107-110, section 9528 of the ESEA, "Every Student Succeeds Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. The law also requires the school district to notify you of your right to opt out from this by requesting that the district not release your information to military recruiters. Fill in today's date in the box below to request to withhold your private information. As a student you have the right to request that your private information is not released to military recruiters and others.

Enter today's date in the box below to request that this student's name, address, and telephone number not be released to Armed Forces and Military Recruiters, or Military Schools.

Military Info Opt OUT

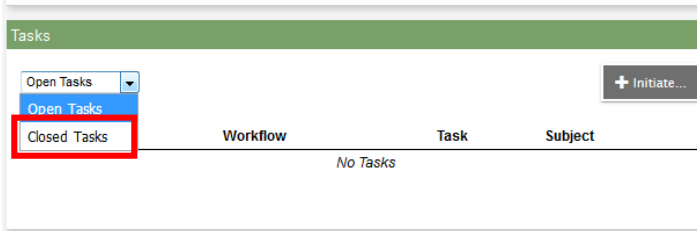
← Previous Next → Finish Cancel

A confirmation screen pops up, click Finish at the bottom

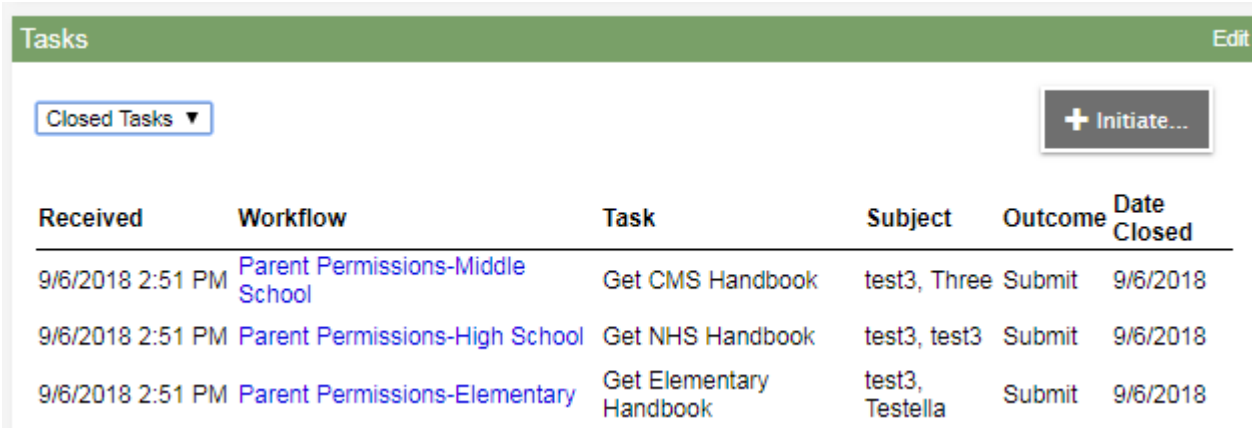
← Previous Next → Finish Cancel

How do I know if I did it right?

There isn't an email confirmation, but you can see the Registration by changing your Tasks dropdown to Closed Tasks.



The screenshot shows a 'Tasks' header with a dropdown menu currently set to 'Open Tasks'. The 'Closed Tasks' option is highlighted with a red box. Below the dropdown is a table with columns 'Workflow', 'Task', and 'Subject'. The table is currently empty, displaying 'No Tasks'.



The screenshot shows the 'Tasks' interface with the dropdown menu set to 'Closed Tasks'. A table lists three closed tasks with columns: Received, Workflow, Task, Subject, Outcome, and Date Closed.

Received	Workflow	Task	Subject	Outcome	Date Closed
9/6/2018 2:51 PM	Parent Permissions-Middle School	Get CMS Handbook	test3, Three	Submit	9/6/2018
9/6/2018 2:51 PM	Parent Permissions-High School	Get NHS Handbook	test3, test3	Submit	9/6/2018
9/6/2018 2:51 PM	Parent Permissions-Elementary	Get Elementary Handbook	test3, Testella	Submit	9/6/2018

Once you submit the workflow, your School will save the information to the student record.