Welcome to the contact verification workflow. This contact verification workflow will allow parents to update student information online through the Aspen Family Portal.

Log into the Aspen Family Portal using the parent username and password. This login info had previously been emailed*. 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.

*If you are a new family to Littleton and have registered for the start of the new school year, you will be receiving information about your username in password in September and will not need to complete this workflow at this time.

First Time using Contact Verification Workflow - Enable TASKS

The first time you use the contact verification workflow you must enable TASKS.

1. Check that you are on the Pages top tab of the Aspen portal.
2. Click on your username (top right) and select SET PREFERENCES.
3. Select the Home Tab.
4. Check Tasks.
5. Click OK

The Tasks section will now be visible.

Initiate the Contact Verification Workflow

1. Check that you are on the Pages top tab.
2. Locate TASKS (above published reports)
3. Click the +Initiate box.
STEP 1 of 3 - Initiate Workflow
1. Workflow should default to Contact Verification and today’s date.
2. Use the magnifying glass to select your student.
3. Select your student.
4. Click NEXT

***You will need to initiate a new workflow for each student.***

**Initiate Workflow: Workflow Selection**

<table>
<thead>
<tr>
<th>Workflow</th>
<th>Contact Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>7/31/2019</td>
</tr>
<tr>
<td>Student</td>
<td></td>
</tr>
</tbody>
</table>

STEP 2 of 3 - Review Information

***ALL 6 Tabs must be reviewed and updated before NEXT step***

**DO NOT CLICK NEXT UNTIL LAST TAB (Parent Signature Tab)**

**TAB 1 - Demographics Tab** You will NOT be able to edit the name, physical or mailing address on this page. Review information for accuracy and contact your child’s school after completing this workflow. Then select the Military Family Status tab.
TAB 2 - Military Family Tab  Review and respond to the military family status question at the bottom of the page by selecting Yes or No. The Federal No Child Left Behind Act of 2002 requires Littleton High School to provide directory information such as student names, addresses and phone numbers to military recruiters when requested. You have the right to opt out of this requirement and deny disclosure of this directory information to the military by NOT putting a checkmark in the box.

Then select the Emergency Notification Phone Numbers tab.

TAB 3 - Emergency Notification Phone Number Tab  Verify that the correct home, cell and work numbers are entered, update as necessary. All phone numbers must be entered in the following format (***)***-****. Then select the Insurance tab.

**These numbers are used for school delays or school closure notifications through our automated call system. **
**TAB 4 - Insurance Tab**  Select the appropriate Health Insurance provider type by clicking on the magnifying glass. This question is required.

Then select the Contacts tab.

**TAB 5 - Contacts Tab**  Carefully review that your student's emergency contact information is accurate and update as necessary. Contact #1 and #2 are typically parents or guardians. Contact #1 will be the primary contact in the event of an emergency and receives access to the Aspen Family Portal. It is strongly suggested that you provide two additional contacts in the event that we are unable to reach Contact #1 or Contact #2. All phone numbers must be entered in the following format (***)***-****.

Then select the Parent Signature tab.
TAB 6 - Parent Signature Tab  This page includes your permission of sharing of student achievements, military information consent (grades 11 and 12 only), Student Handbook and Policy review and acknowledgment. Check the boxes as necessary. Click on the calendar icon to add today’s Date as this date is required.

NOW CLICK Next (lower left) for STEP 3
**STEP 3 of 3 - Confirmation**

1. If you would like to review your information, you can click previous to go back.
2. Click **Finish** (lower right)!

### Initiates Workflow: Confirmation

<table>
<thead>
<tr>
<th>Workflow</th>
<th>Contact Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Date</td>
<td>7/31/2019</td>
</tr>
</tbody>
</table>

### Important

- If you have more than one child in the Littleton Public Schools, you must initiate a **Contact Verification Workflow for each child**. Return to Initiate Contact Verification Workflow.

- The changes you submit will be reviewed by the school office and will be posted to your child's student record typically within 72 hours.

- If you have any questions, please contact your child's school.