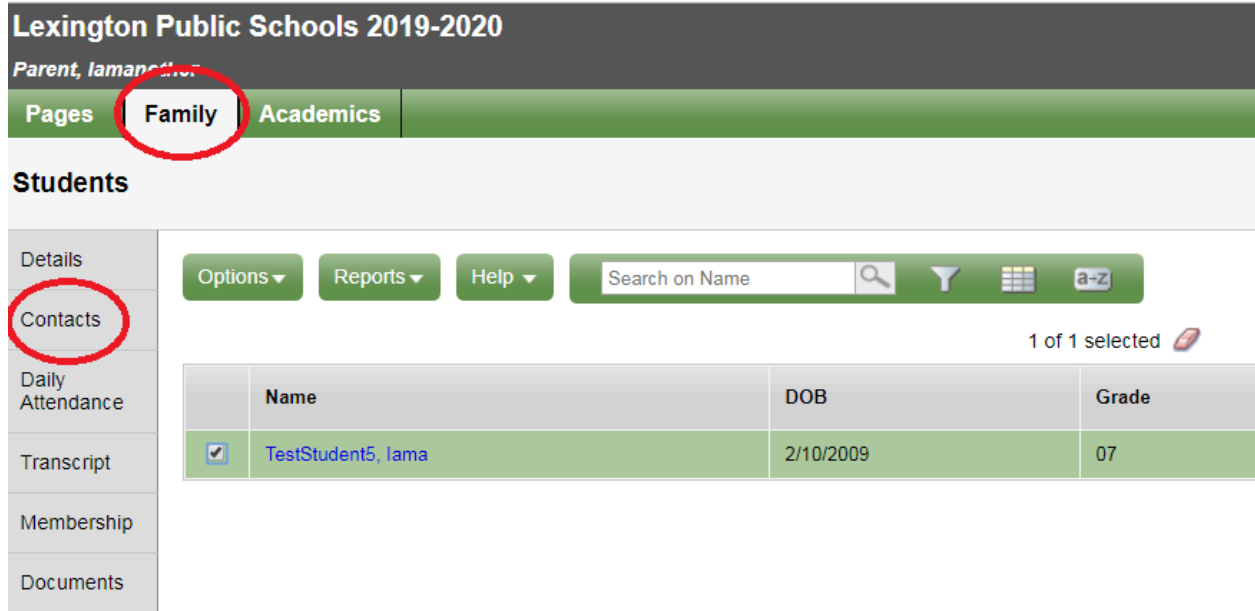


How to VIEW current contact information in the family portal

Log on to the [ASPEN Family Portal](#). (be sure to be logged onto your *family* account)

Click on the Family tab to see your students. (In this example, there is only 1 student).

Check the box to the left of your student's name > click on Contacts side tab



Lexington Public Schools 2019-2020

Parent, lamanother

Pages **Family** Academics

Students

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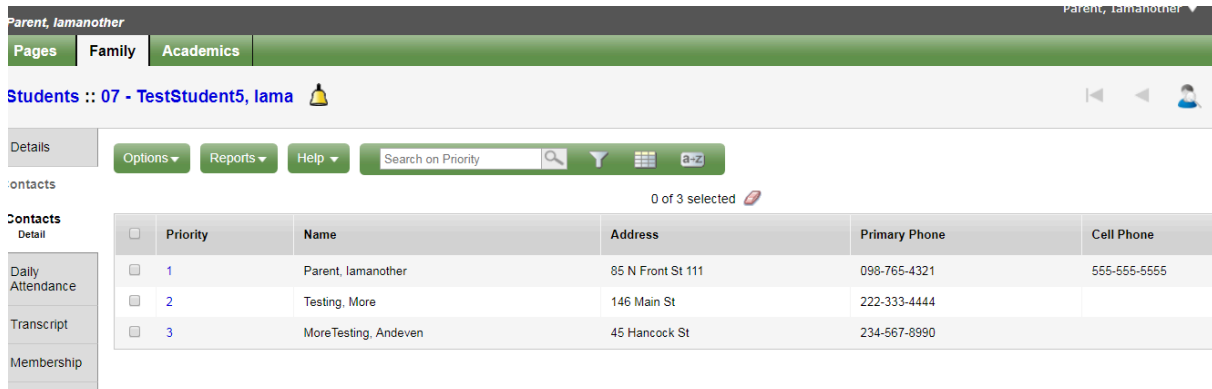
Documents

Options ▾ Reports ▾ Help ▾ Search on Name 🔍 📏 📅 a-z

1 of 1 selected 📌

	Name	DOB	Grade
<input checked="" type="checkbox"/>	TestStudent5, lama	2/10/2009	07

This will display a list of all contacts for that student:



Parent, lamanother

Pages **Family** Academics

Students :: 07 - TestStudent5, lama 🔔

Details

Options ▾ Reports ▾ Help ▾ Search on Priority 🔍 📏 📅 a-z

contacts

0 of 3 selected 📌

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<input type="checkbox"/>	Priority	Name	Address	Primary Phone	Cell Phone
<input type="checkbox"/>	1	Parent, lamanother	85 N Front St 111	098-765-4321	555-555-5555
<input type="checkbox"/>	2	Testing, More	146 Main St	222-333-4444	
<input type="checkbox"/>	3	MoreTesting, Andeven	45 Hancock St	234-567-8990	

If you click into the Priority number for each contact (in blue), you will see further information for that contact:



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ontacts

Cancel

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First name	lamanother		
Middle name			
Last name	Parent		
Home Phone	098-765-4321		
Cell Phone	555-555-5555		
Work Phone			
Email Address	test@test.com		
Contact lives with student	Y		
<u>Physical Address</u>		<u>Mailing Address</u>	
Address line 1	85 N Front St	Address line 1	85 N Front St
Address line 2	111	Address line 2	111
Address line 3	Lexington, MA 02467	Address line 3	Lexington, MA 02467