

The “Standard Name” is also the “conventional naming convention” mentioned in the special education paperwork. If you are unable to send documents encrypted and want to be cautious even with password protection, you can use the “standard name” rather than the student name on your documents and leave the Date of Birth blank on your drafts you are e-mailing home.

Many of you will not have these columns labeled at the top. In order to see these labels/columns, you need to choose the “JP ~ Student Information for Teachers” field set.

This screenshot shows the 'Student List' interface. At the top, there is a navigation bar with tabs: Pages, School, Student, Staff, Attendance, Grades, Assessment, Schedule, and Global. Below this, the 'Student List' title is displayed. On the left, there is a sidebar with 'Details', 'Contacts', and 'Attendance' sections. The main area contains a toolbar with 'Options', 'Reports', and 'Help' buttons, followed by a search bar and various icons. A 'Field set menu' is open, showing a list of field sets. The 'JP ~ Student Information for Teachers' field set is highlighted. Below the menu, a table of student information is visible, with columns for LastName, FirstName, Preferred name, Standard Name, Photo, QuickStatus, Student Number, Alerts, SpecialEdStatus, Gender, DOB, Grade, Homeroom, HR Teacher, Locker, Duty Phone, Cell Phone 1, Home Phone1, and Email 4. The table shows 0 of 11 selected students.

This screenshot shows the 'Student List' interface with the 'Field set menu' open. The 'JP ~ Student Information for Teachers' field set is highlighted. The table below shows 0 of 11 selected students. The columns are the same as in the previous screenshot.

If you want this option to be at the top of the list, you can Manage Field Sets:

This screenshot shows the 'Student List' interface with the 'Field set menu' open. The 'JP ~ Student Information for Teachers' field set is highlighted. The table below shows 0 of 11 selected students. The columns are the same as in the previous screenshot.

Then, with “JP ~ Student Information for Teachers [District]” highlighted, arrow up. It will take a long time with the VPN as it is and keep saving. Eventually it will be at the top of the drop-down and remain there for you:

Browser tabs: Inbox (14) - mary-lorraine.cox@s... COVID-19/Teaching with schools Aspen: Student

Address bar: sis.ds.dodea.edu/aspen/studentCourierList.do

Navigation: Apps DoDEA Request Ce... Standard Mandator... Defense Travel Syst... Aspen: Log On https://pyxi

Joan K. Mendel Elementary School 2019-2020
dodea-sisw04

Pages School **Student** Staff Attendance Grades Assessment Schedule Global

Student List

Details Options Reports Help Search on Name [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

Contacts 0 of 11 selected [icon]

Attendance

☐	LastName	FirstName	Preferred name	Standard Name	Photo	QuickStatus	Student Number	Alerts	SpecialEdStatus	Gender	DOI
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Browser tab: Aspen: Manage Field Sets - Google Chrome

Address bar: sis.ds.dodea.edu/aspen/manageFieldSets.do?deploymentId=x...

Manage Field Sets

- JP ~ Field Trip Approvals [District]
- JP ~ GPA [District]
- JP ~ Home Language Detail [District]
- JP ~ Media Decline [District]
- JP ~ Photo Data Export w Teacher [District]
- JP ~ Race/Ethnicity & Unit [District]
- JP ~ Registration Status and Tuition [District]
- JP ~ Smart Response Extract [District]
- JP ~ Sponsor and Registration [District]
- JP ~ Student Info w REG, RACE [District]
- JP ~ Student Information for Teachers [District]
- JP ~ Student MailMerge [District]
- JP ~ Google Groups [District]
- JP ~ Meal Program Extract [District]
- JP ~ Name and Grade [District]

Up Down

JP ~ Student Information for Teachers [District]

Show/Hide Show All