



Quick Reference Guide:

Aspen - Annual Verification Forms

Aspen

Aspen is a Student Information Management System created by Follett Software. Braintree Public Schools uses Aspen to manage student information including grading, scheduling, and attendance. Parents can [log into Aspen](#) to view information about their children.

Learn more about Aspen at <https://www.braintreeschools.org/aspen>

(You will only see the forms when logged into your Parent/Guardian account, student accounts will not see this information.)

Annual Verification Forms

When logged into Aspen - <https://ma-braintree.myfollett.com/aspen/> - you will now see a notification that says, "Click here to verify and update your student-contact information."

Within the portal you'll now see each of your enrolled students under the "**Annual Verification Form**" tab.

Annual Verification Form

Registration Form

Students		
	Name	Grade
☒ Verify & Update	A. [REDACTED]	04
☒ Verify & Update	A. [REDACTED]	01

Select "**Verify & Update**" next to each of your student's names to verify and complete the following forms:

- **Student Information**
 - Verify student's home phone number
 - Verify student's mobile phone number (if 13 or older)
 - Complete Early Dismissal Information (if Elementary Student) - *This should be completed whether the student is currently a hybrid or remote student*
- **Parent/Guardians and Emergency Contacts**
 - Update contact information such as email and phone numbers
 - Parent/Guardian contact information will also update in ParentSquare
- **Photography / Videography Consent**
- **Handbook Acknowledgement**
 - If your student is in Middle School or High School they must digitally sign this acknowledgement as well.
- **Policy Acknowledgments**
 - Use of Internet Policy
 - COPPA

Once you submit the completed forms your student's home school will be notified and Aspen will be updated.

Questions?

View our Frequently Asked Questions at <https://www.braintreeschools.org/aspen> or contact your child's home school Aspen team:

- BHS: bhaspen@braintreeschools.org
- East: msaspen@braintreeschools.org
- South: msaspen@braintreeschools.org
- Flaherty: flahertyaspen@braintreeschools.org
- Highlands: highlandsaspen@braintreeschools.org
- Hollis: hollisaspen@braintreeschools.org
- Liberty: libertyaspen@braintreeschools.org
- Morrison: morrisonaspen@braintreeschools.org
- Ross: rossaspen@braintreeschools.org
- Monatiquot: monatiquotaspen@braintreeschools.org
- PreK: prekaspen@braintreeschools.org