



Aspen Guide to Online Registration



What is the Aspen Portal?

Aspen is the Dighton Rehoboth Regional School's Student Information System used to register students and manage student information including attendance, grading, scheduling, special education and other data. The Aspen Portal provides students and families the ability to view student information including; attendance, homework assignments, grades, report cards and address and contact information.

- If you already have a Parent Portal Account, log in to Aspen and skip to step 2.
 - If you have forgotten your login or password, please contact the school office where your student(s) is actively enrolled in.
 - Note: if you have multiple children, you will need to register EACH child separately.
1. Please follow this link to set up a [Parent Portal Account](#). Select **Request an account**. This will allow you to create an Aspen Family account in order to complete the Online Registration form. Once you have created your account, you need to log onto the Aspen Portal.

2. **Log onto the Aspen Portal.** From the *Pages*, tab click **Initiate** under *Start a new Student Registration* section to begin your child's registration. Please read the instructions carefully as there are documents that are required upload.

3. Complete all sections of the registration form. You will not be able to move to the next section if you do not complete all the required fields. Required fields are marked with a red asterisk *.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Documents	Submit
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Instructions

Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close".

Welcome to the Dighton-Rehoboth School District.

Parents are reminded that the Commonwealth of Massachusetts attendance regulations require that all children who have attained the age of six year's must be registered and entered in the public schools. Parents do have the option of not entering their children into kindergarten. However, at the time of enrollment, children will be placed in the appropriate grade based on meeting the age requirements as noted. According to the School Committee policy IEB: The kindergarten entrance age is five (5) years of age on or before August 31st, and the grade one entrance is six (6) years of age on or before August 31st.

Please have the following documents saved to upload as either a PDF or JPG file at the Documents step of the online registration process:

- A current medical form from your child's doctor (within the last 13 months)
- Original birth certificate with a raised seal
- Driver's license with your Rehoboth or Dighton address
- Previous school's most recent Report Card
- School Transcript
- IEP/504 plans
- Previous school's Conduct History
- Custodial court documents
- Certificate of residency signed and stamped by the Rehoboth or Dighton Town Clerk
- [Access MassHealth/Medicaid Benefits](#)
- [Previous School Records Release Form](#) (required for grade 1-12 registrations only)
- Proof of Residency from TWO proof of residency documents. One each from the following three categories:

Category 1 - Evidence of Residency

- Record of recent mortgage payment and/or property tax bill from a member town



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4. When finished, click **Submit** under the Submit section.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Documents	Submit
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Done!

Congratulations! You have reached the end of the Registration form.

I Understand that if any of the information provided above changes, for any reason, it is my responsibility to immediately notify the secretary of my child's school. I certify that I am the parent or legal guardian of the student listed in this enrollment application. I further certify that I reside with this student at the address I listed in this application. If the information provided is false, the Dighton-Rehoboth School District may seek to recover from you the cost of the education for the years(s) involved. By signing below, I certify that the above statement and attachments are true and complete to the best of my knowledge. I know that if they are willfully false, I am subject to punishment, including, but not limited to prosecution and personal liability for the payment of tuition for the entire school year or any portion thereof. Please enter your name below. This is a legally binding electronic signature that confirms all information provided here is complete and accurate to the best of my knowledge.

Signature *
Joe Aspen

Date * 2/14/2023

Enter any final notes or comments for the registrar (optional)

Click each tab and review the information. When all information is accurate and complete, click **Submit**.

Note: Once you click **Submit**, you will not be able to edit this form.

Submit

5. Should your session be interrupted, please log back in to Aspen and Click the green checkmark on the right-hand side to resume working on your child's registration.

Resume working on any New Student Registration that has already been started				
Name	Grade	School > Name	Workflow Phase	Actions
Aspen, Billy		Training School Data	Not submitted	✓ ✗