

# Cranston Public Schools

*Building Cranston's Future One Child at a Time*



**STUDENT REGISTRATION IS LOCATED AT  
THE HORTON SCHOOL - 1196 PARK AVE, CRANSTON**

**APPOINTMENT HOURS:** Mon-Fri 8:30 am - 2:30 pm    **PHONE:** (401) 270-8150    **EMAIL:** [studentreg@cpsed.net](mailto:studentreg@cpsed.net)

## WELCOME TO CRANSTON PUBLIC SCHOOLS

[Haga clic aquí para ver información en español](#)

**Registration for the 2025-2026 year will be open January 6, 2025**

**PLEASE NOTE:** \*Online registrations cannot be completed on your phone

**\*You must provide proof of residency documents to  
complete your registration.**

- **Telephone appointments:** You will receive a phone call within 24-48 hours of submitting your online registration to review your child's information.
  - If you do not submit your online registration within 60 days of starting it, it is automatically deleted and you must create a new one
- Your required documents should be uploaded to the Aspen Online Registration portal.
  - If you cannot upload your documents to the portal, you may scan and email them to student registration **after** your registration has been reviewed with a registrar
    - [studentreg@cpsed.net](mailto:studentreg@cpsed.net)
    - **Click here** for instructions to scan documents using an **iphone**
    - **Click here** for instructions to scan documents using an **android**
- **Registrations are not complete until all documents are received.**
  - [CLICK HERE](#) for a complete list of **required documents**.

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## Steps to Register:

- **If you already have an Aspen account with Cranston Public Schools** - sign in using your current user id and password
  - If you cannot remember your login information-DO NOT CREATE A NEW ACCOUNT. You may email [kturchetta@cpsed.net](mailto:kturchetta@cpsed.net) for account information. Please include your first and last name in your email
- **If you are new to the Cranston school district and have NEVER had an Aspen family account** - follow the steps below to request an account
  - On the **Aspen** login page click on “**Request an Account**”.
  - Complete the online form with some basic information to create an account.
  - A confirmation email will be sent to you to verify your account.
  - Once your account request has been verified, login to Aspen using your email address and the password you created

**BOTH your user id and password are case sensitive**

**Log in to Aspen; scroll down to:**

- **NEW STUDENT REGISTRATION** - Click +Initiate to begin a new New Student Registration for Cranston Public Schools
- Click on **+Initiate**

**[CLICK HERE](#) WHEN YOU ARE READY TO BEGIN**