



Franklin Public Schools

Online Aspen Student Registration Directions

ATTENTION: These are instructions only after reading please return to website for the registration form.

To register a student in Franklin, please complete the following steps:

1. Create an account
<https://ma-franklin.myfollett.com/aspen/logon.do>
2. Select “Request an Account”
 - a. If you currently have an Aspen *Parent Portal* account (or have previously registered) and your account has been disabled or you are unable to access it, please request a *password reset*.

Franklin Public Schools

Login ID

Request an account

Password

Trouble logging in? I forgot my password

Log On

3. Once your account is created you receive a confirmation email. (If you do not receive confirmation email right away, please check your spam folder).
4. Confirm your account and you will be able to log in and register a student. Once you log in, click on the “initiate” button under “Start a New Student Registration” (see below)

Franklin Public Schools 2020-2021

Miller, Dee

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Start a new New Student Registration

Initiate...

You will then be brought to the instructions page. As you complete each page, click on “Next” or “Save & Close” at the bottom. All your changes are saved when you click “Next” or “Previous”. You may click “Save & Close” at any time to come back later to complete this form. You will upload all the documents requested under the “Documents” tab. Once you “Submit” you will not be able to edit this form.



Start	Student	School	Family/Contacts	Additional Info	Language	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".

Personal Information Notice

Please gather the following required electronic documents, or snapshots of these documents for:

1. A clear snapshot of the parent/guardian's face who is filling out this form.
2. A clear picture of valid driver's license or government-issued identification.
3. Proof of Residency (Set of documents from **ONE** of the following categories*):

*Home Owner: Recent mortgage statement, a current real estate tax bill or Signed HUD/Closing Disclosure Document (must have in hand prior to completing this form). Utility bills, Town Census and/or Purchase & Sale Agreements are not accepted.

*Renter: Copy of a Signed Current Lease (school district reserves the right to verify with the landlord).

*Tenant at Will or have No Formal Lease: Snapshot of Landlord's ID, email verifying you are a tenant at will, and a copy of the landlord's real estate tax bill (verifying that they own the property).

*Live with someone: Home Owners must provide a snapshot of their ID, recent mortgage statement, or real estate tax bill and send an email to verify you are a member of their household.

OR

Leaseholder's must provide a current lease with parent's & student's names listed, by the landlord, as additional tenant(s) at the rental property (which must comply with the existing lease agreement occupancy clause).

Your child's school will contact you once your application has been reviewed and all documentation has been verified. If you have specific registration questions, please contact Denise Miller at millerd@franklinps.net.

Legal court documentation of guardianship (if applicable) If divorced or separated, you will need to show legal or official court documentation indicating that you are the custodial parent and have physical custody of your child. If you are a legal guardian of a child or a caregiver, you will need to provide a copy of the guardianship or caregiver affidavit.

Student's Birth Certificate

Important message:

You will have the opportunity to upload documents at the end of this form to complete the registration process. If you do not have access to a scanner, we suggest using a smartphone or mobile device with a camera to capture the image. **Gather your documents before starting this form.**

If you have any questions, please contact Denise Miller 508-553-4819 or millerd@franklinps.net

Note: This is a non-public portal and is intended for authorized users only. Protecting the privacy and security of your personal information is a priority, please see our [Privacy Policy](#). Your organization is the data controller of your information. For data requests, please contact them.

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