

This year, Student Handbook forms for all students will be signed electronically using Back to School Registration. Through this process, you will review and update the current information we have on file for your student. You will be able to electronically sign all the 2023-2024 SVTHS Student Handbook forms. Electronic signatures are due by next Tuesday, September 5, 2023. Please note, access to Back-to-School Registration is given to primary contacts on file for each student, but only **one** primary contact needs to complete this process for each student.

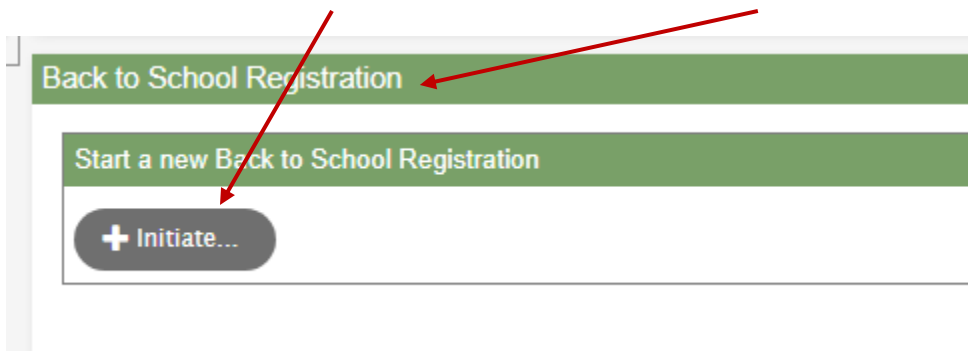
HOW TO ACCESS the BACK TO SCHOOL GATEWAY

Log into ASPEN using your "FAMILY ACCOUNT."

NOTE: **Do not** use the student login account.

Follow the instructions...

- Click on the "Initiate" button located under the BACK-TO-SCHOOL Registration



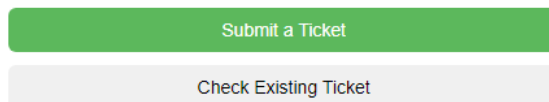
- Select your child. **NOTE:** You will need repeat this process if you have more than one child.
- Follow the prompts on the screen.

REMINDER You must click the "SUBMIT" button at the end of the process for it to be sent to the school.

If you need any assistance, please follow the instructions below to fill out a Help Desk Ticket

<https://shawsheentech.sherpadesk.com/portal/>

- Click on the green 'Submit a Ticket' button.



- Enter email address.
- For Location, select: _Home.
- For Class, select: _PARENT BACK TO SCHOOL REGISTRATION
- Please provide all contact information

The full version of this year's handbook can be viewed anytime at the following link [2023-2024 Student Handbook](#)