BACK TO SCHOOL REGISTRATION (BTS)

<mark>**Before starting this process, you must be on a computer and not a cell phone.**</mark>

You will complete this process by logging into the ASPEN Portal using your parent credentials. To streamline this process, all Student Handbook forms are included and can be electronically completed. Through this process, you are asked to review all information we have on file for your child and to make any changes. **All submissions must be received no later than September 3, 2024.** 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.

NOTE: If you do not complete the Back-To-School Registration and fulfill this requirement then students and parents/legal guardians will not be able to access ASPEN.
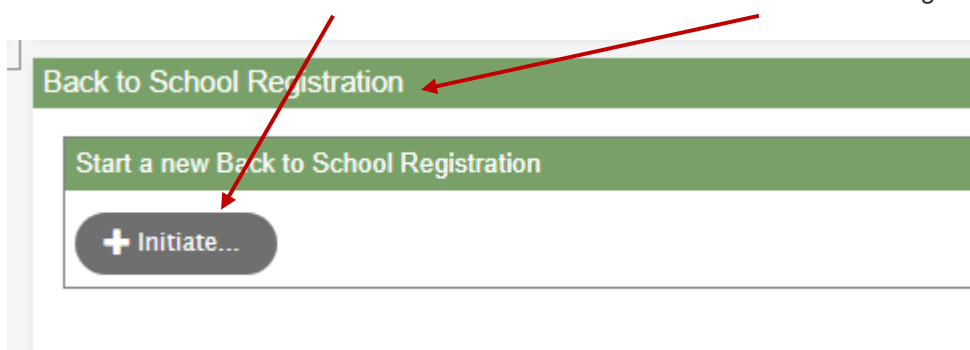
HOW TO ACCESS the BACK TO SCHOOL GATEWAY

Log into ASPEN using your "FAMILY ACCOUNT."
NOTE: **Do not** use your student's 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.
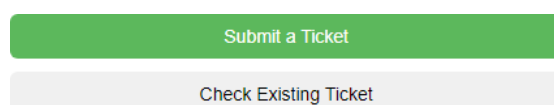- Follow the prompts on the screen.

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

ONLY if you need 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.

- Use parent email to log into the ticket system
- LOCATION: **select: _Home**
- FIRST NAME: **parent** first name
- LAST NAME: **parent** last name
- CLASS: **Back to School Registration**
- SUBJECT: **Child's name**
- DETAILS: **Be as specific as possible of the issues you are encountering.**
    - Screenshots are helpful

The full version of this year's handbook can be viewed anytime at the following link [2024-2025 Student Handbook.](#)