

# Aspen Parent Portal Access & Use

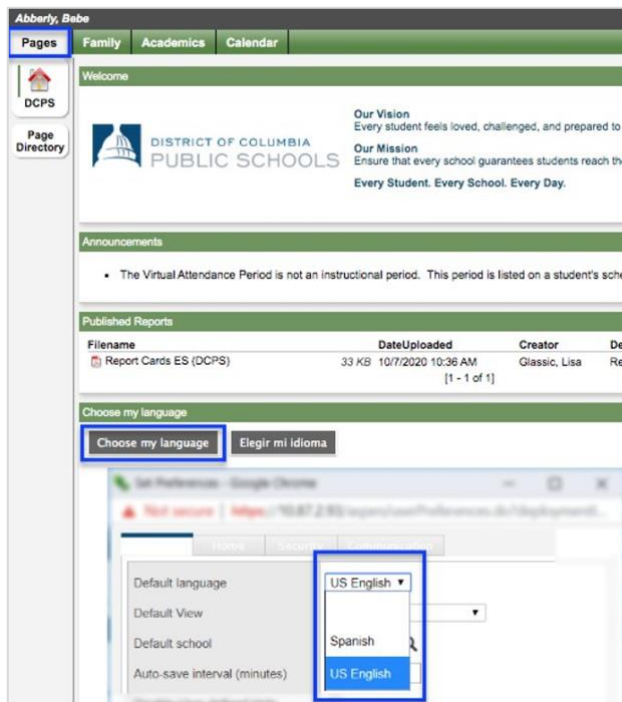
## When first accessing the Aspen Parent Portal:

1. Your log-in ID and temporary password will come via email to the email account you listed in your child's registration packet. If you don't get an email, contact your school registrar and ask them to check to make sure that your correct email address is entered in Aspen.
2. Go to [ParentPortal.dcps.dc.gov](http://ParentPortal.dcps.dc.gov) use the Login ID and Temporary Password provided in the account confirmation email. If this is your first time logging in a password expired message will be received – click ok and follow the instructions for setting up the account. OR If this is your first time logging into Aspen you can use **I forgot my password** option by entering your **Login ID** which is your email address provided to the school then selecting **I forgot my password** and following the instructions.
3. If you already have an account and are having issues resetting your password, please contact your **School Registrar**.



## Use of the Aspen Parent Portal:

1. Once logged in you can choose your language
2. From the **Pages Top Tab** move down on the left-hand side to the section **Choose my language** grey square. The two choices available currently are **English** and **Spanish**.



- From the **Family Top Tab** finding your children is easy and all should be listed under one parent account.
- Select the desired child from their **blue hyperlinked name**

Abberly, Bebe

Pages **Family** Academics Calendar

**Students**

Details | Options | Reports | Help | Search on Name

1 of 4 selected

<input type="checkbox"/>	Name	DOB	Grade	School > Name
<input type="checkbox"/>	Abberly, Desera	1/1/2006	08	Kramer MS
<input checked="" type="checkbox"/>	Abberly, Jose Cruz	1/1/2014	01	Swan River ES
<input type="checkbox"/>	Abberly, Timna	1/1/2010	04	Swan River ES
<input type="checkbox"/>	Abberly, Zithera	1/1/2015	K	Swan River ES

- The Side Tabs **Details** and **Contacts** allows you to confirm that information from the enrollment forms were entered correctly

Students :: 01 - Abberly, Jose Cruz

Details | Options | Reports | Help

Cancel | Default

Demographics | Addresses | Ethnicity | Photo

Name	Abberly, Jose Cruz	School > Name	Swan River ES
Pupil Number	20029218	Year of graduation	2032
USI	5243020561	Grade level	01
Gender	F	Enrollment status	Active
Date of birth	1/1/2014 Age 6	Homeroom	116

- The **Daily Attendance Side -Tab** will allow you to track your child's attendance by day and can be opened for details.

Students :: 01 - Abberly, Jose Cruz

Details | Options | Reports | Help | Search on Date

1:15/2020 | 0 of 56 selected

Absences: 35.0 (21.0 unexcused) Tardies: 21 (21 unexcused)

<input type="checkbox"/>	Date	Code	Reason	Tardy?
<input type="checkbox"/>	1/15/2020	A		N
<input type="checkbox"/>	12/9/2019	T		Y
<input type="checkbox"/>	10/3/2019	T		Y
<input type="checkbox"/>	9/17/2019	T		Y

7. Attendance can also be viewed from the **Academics Top Tab**.
  - a. Then the **Attendance Side Tab**

8. **Report Cards ES** can be accessed from **Published Reports** on the left-hand side of **Pages**. They are uploaded as a pdf.

9. Select the **Report Card** to download and then open when prompted.

**CONFIDENTIAL**  
Parent or guardian of  
Jose Cruz Abberly  
3224 Minnesota Ave. SE  
Washington, DC 20021

**Swan River ES**  
TEL : null | Principal:  
District of Columbia Public Schools  
1st grade report card (term 1) printed on October 7, 2020 for:  
**Jose Cruz Abberly**  
Student ID: 20029218  
**Homeroom Teacher: Leah Hughes**

**Jose Cruz's attendance:**  
Days unexcused: 0  
Total days absent: 0

**Reminder:**Please be aware that your child is at risk of grade level retention if he/she accrues more than 30 unexcused absences this school year or receives a mark of "1" in two or more academic terms this school year in one or more core subject (Reading/ELA, Math, Social Studies).

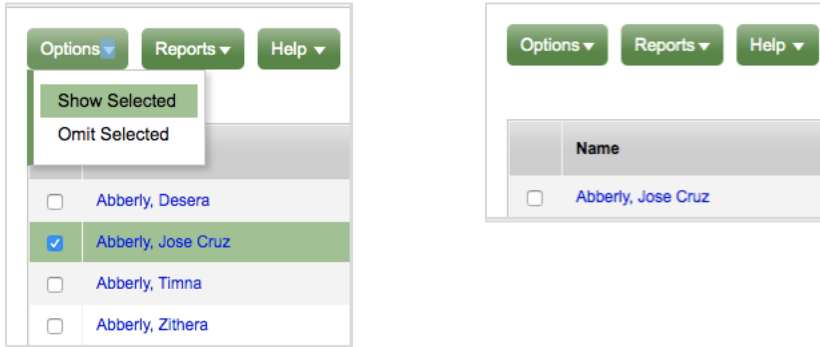
Your student has excellent attendance! Keep it up, Jose Cruz!

**Jose Cruz's grades:**

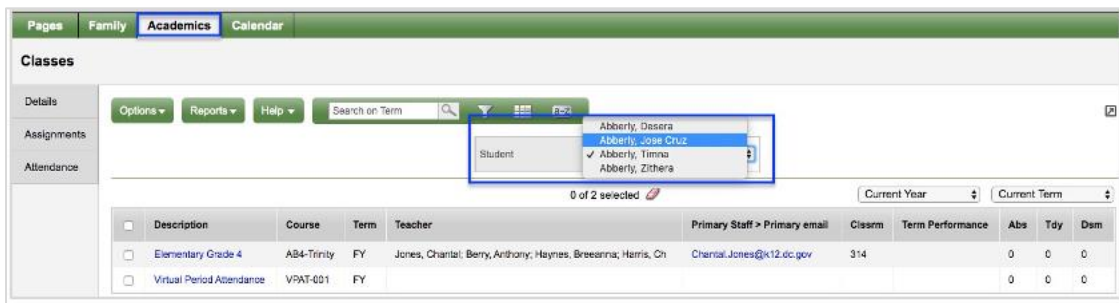
			Term					
			1	2	3	4		
4 Exceeds expectations for this grade level	<b>Advanced</b>	Student takes initiative to exceed the standard; consistently produces excellent work, applying skills/concepts correctly; shows creativity and insight.	I - Independently	LP - With limited prompting				
3 Meets expectations for this grade level	<b>Proficient</b>	Student produces work that meets the standard, frequently produces work of high quality; applies skills/concepts correctly.	R - Rarely	FP - With frequent prompting				
2 Approaches expectation for this grade level	<b>Basic</b>	Student shows a basic working knowledge of skills/concepts; produces satisfactory work; usually applies skills/concepts correctly.	Work Habits, personal and social skills					
			Follows directions.		4			
			Completes class work on time.		4			

## Aspen Parent Portal Navigation Tips:

- To look at just one child's record select **Options** then **Show Selected**.



- When in the **Academics Top Tab** and you want to select a specific child. Use the Student drop down:



- Anything in Aspen that is **blue** means it is hyperlinked and can be opened further.

Daily Attendance						
Absences: 35.0 (21.0 unexcused) Tardies: 21 (21 unexcused)						
	Date	Code	Reason	Tardy?	School > Name	
Transcript	<a href="#">1/15/2020</a>	A		N	Swan River ES	
Assessments	12/9/2019	T		Y	Swan River ES	

- You can move from one **Attendance record** to another by using the **Navigation tools** below:



- Move from one Attendance record to another.
- Go to last Attendance record in the list.
- Provides a list and pages of Attendance record