August 15, 2016

Dear DCPS Family,

We are pleased to announce that for School Year 2016-2017, families of students in grades 6-12 will be able to monitor their child's progress in school using the online ASPEN Grade Book. We are excited to offer one comprehensive system for DCPS families that ensures proper and timely calculations of grades and streamlined information sharing.

The goal of the DC Public Schools digital grade book is to create an open portal of communication between teachers and families to more easily work as a team in supporting each student's learning. The grade book provides families more information about what occurs in the classroom, helping them become better equipped to support their child's strengths and areas of growth.

Your ASPEN Grade Book Family Account will allow you and your child to monitor progress on assignments throughout the year, look up the overall grade to date, easily send emails to your child's teacher and set up notifications via a mobile app. This is a powerful way to strengthen communication between you and your child's teachers.

Your child's school will be distributing "family account" usernames and passwords in the coming weeks. The one family account will be shared between parents and students. If you have questions about accessing your account please contact your child's school and ask for the ASPEN Grade Book Point of Contact. Each school has a trained staff member who will be able to assist you.

We understand transitioning to a new system means staff and families have to become familiar with the many features of the ASPEN Grade Book. We thank you in advance for your patience as we learn together and create greater opportunities for open, honest communication between our DCPS families, students and schools.

Thank you,

Josephine Bias Robinson   John Davis
Chief, Office of Family and Public Engagement   Chief of Schools

Aspen Grade Book Information:

Once I have my username and password, how do I log on?
1. Open your Internet browser and go to the following web address: aspen.dcps.dc.gov.
2. Type in your assigned username and password in the appropriate boxes. Please be aware that usernames and passwords are case-sensitive. The first time you log into the account, you will be prompted to change your password.
3. Once you have logged in, please go to "Set Preferences" in the upper right hand corner, click on the "Security" tab, and enter the appropriate information and click "OK".
4. After the login has been successful, you will see a "home" screen.
5. Across the top of the screen, you will see different tabs: **Pages, My Info, Academics, and Calendar**.
6. Clicking on each tab will open up different options.
   a. My Info contains contact information
   b. Academics contains assignments and grades
   c. Calendar visually tracks assignments across courses

How do I use the app?
1. Download the Follett Notification app, available on both Apple and Android devices.
2. Sign in with your Aspen Grade Book username and password to register your device, and you'll start receiving any notifications posted by your district, school, or classroom. Within the app, you'll be able to set preferences to receive a notification if your child receives a grade below the threshold that you set. You'll also receive communications sent from your child's school or teacher.