

Marblehead Public Schools

Online Registration



For help Contact: registrar@marbleheadschoos.org

Refer to the information below for instructions and details on the registration process for the 2022-2023 school year.



Part 1. Create an Aspen Account

Please note: Both Parts 1 and 2 must be completed.
(If you already created an Aspen account, please skip to Part 2)

Part 1. Register a New Student



1. Visit Aspen Website

- A. Open a web browser (Google Chrome, Safari)*
- B. Go to the ASPEN home page for Marblehead Public Schools: <https://ma-marblehead.myfollett.com/>

Account Type

Please choose one of the available account types below

- I am a parent new to the district**
Choose this option if you are new to the district and the system doesn't contain any of your information.
- I am a parent new to Aspen**
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.
- I am a student new to Aspen**
Choose this option if you are a student enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Next Step → Close

2. Account Type

- A. Choose "I am a parent/guardian registering my child online"***
- B. Click "Next Step"

Personal Information

Please fill in the requested data below.

First name *	<input type="text"/>
Last name *	<input type="text"/>
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Abington"/>
State/Province *	<input type="text" value="AK"/>
Postal code *	<input type="text"/>
Home Phone *	<input type="text"/>

3. Create Your Aspen Account

A. Fill in the personal information screen

B. Click “Next Step”

Account Information

Please fill in your user account information below.

Primary email *	<input type="text"/>
Confirm email *	<input type="text"/>
Password *	<input type="text"/> Requirements
Confirm Password *	<input type="text"/>
Security question *	<input type="text" value="What are the last 4 digits of your SSN?"/>
Security answer *	<input type="text"/>
Confirm answer *	<input type="text"/>

4. Account Information

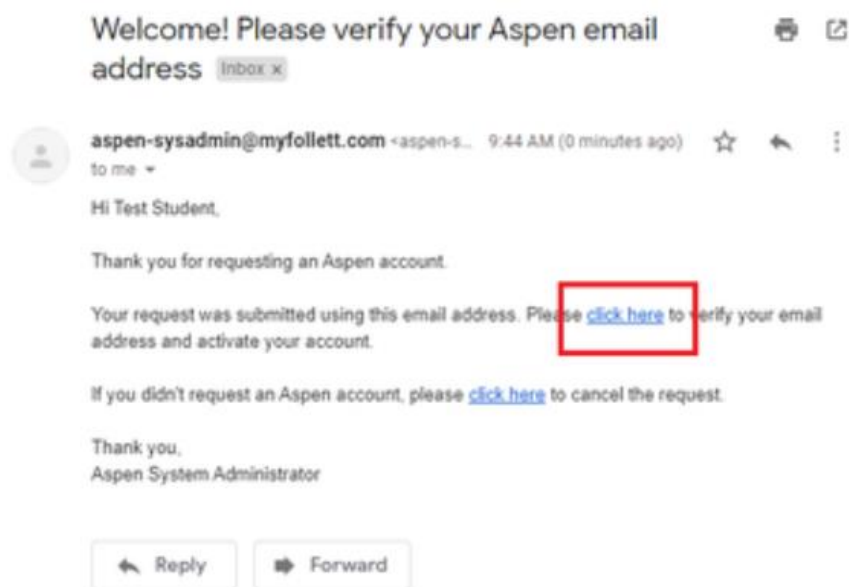
a. Add your email and choose a password. Choose a security question and type in the answer.

b. Click “Create My Account”



5. Confirmation

A message will appear confirming that the account request was processed. A verification email will be sent to the email address you provided. Be sure to check your spam folder if you don't see it right away.



6. Verify Email and Activate Account

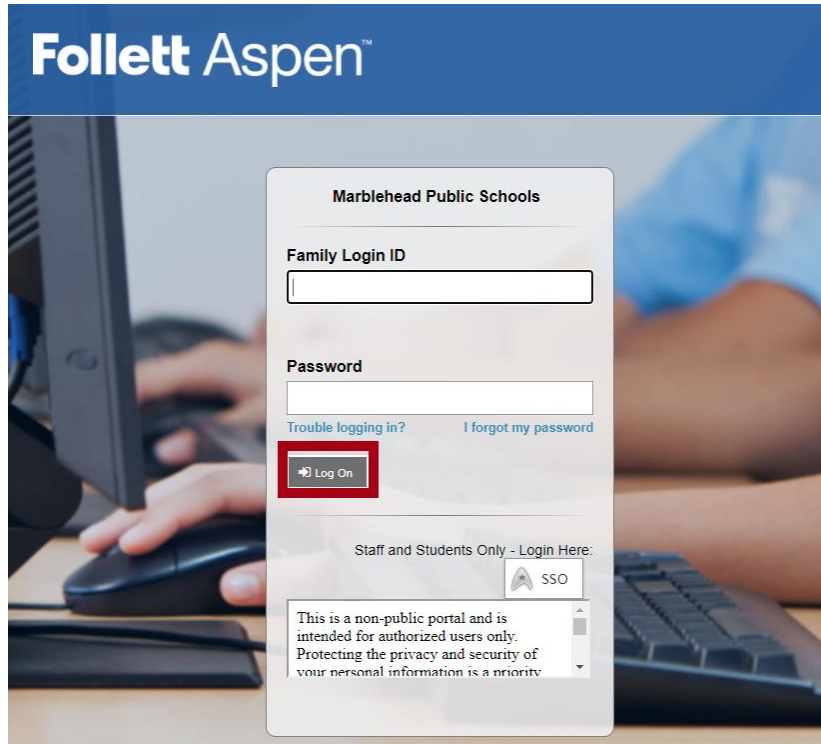
- A. Navigate to your email and locate the verification email from Aspen.
- B. Click on "Click Here" to verify your email address and activate your account.
- C. **Once verified accounts creation may take up to 30 minutes**

Continue to Part 2.

Part 2. Register a New Student

Please note: Both Parts 1 and 2 must be completed.

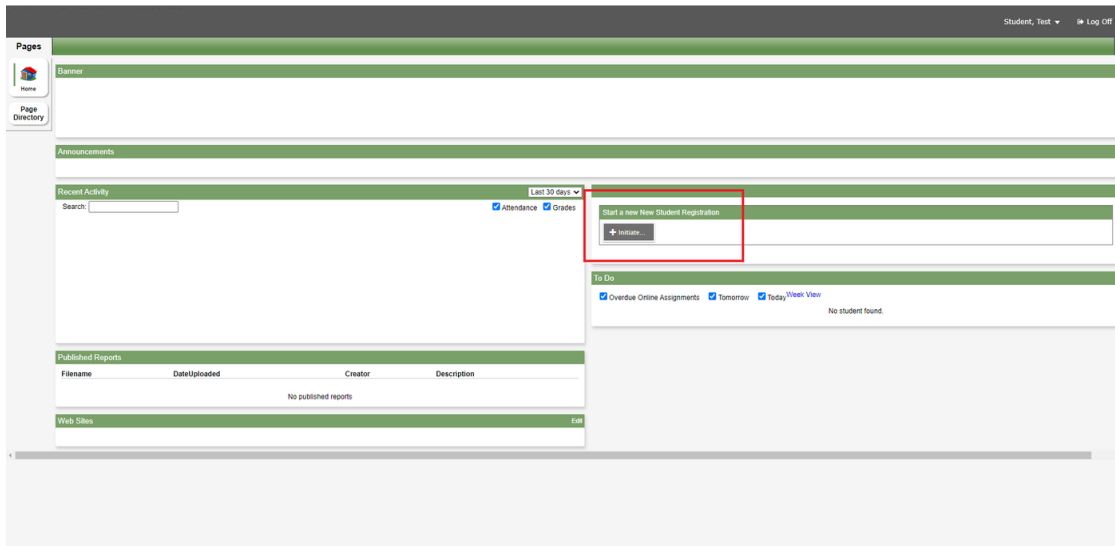
If you do not have an Aspen account, refer to Part 1 to create an account.



1. Log in to Your Account

a. Navigate to the Aspen Portal Login <https://ma-marblehead.myfollett.com/>

b. Enter your login information. (The information you provided in part 1 for your username and password)



2. Initiate New Student Registration

Click on the “Initiate” button. This will start the new student registration process.

The screenshot shows a web-based registration form with a navigation bar at the top containing tabs: Start, Student, School, Family/Contacts, Additional Info, Language, Health, Services, Documents, and Submit. The 'Start' tab is active. Below the navigation bar is a green header for 'Instructions' with the text: 'Please complete each of the tabs, and then "Submit" when finished. If you need to stop and come back later, select "Save & Close".' Below this is a 'Personal Information Notice' section. The main content area is titled 'School Year Selection' and contains the text: 'To begin registration, select a school year below:'. There are two radio button options: '2020-2021' and '2021-2022', with '2021-2022' selected. Below the options is a note: 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' At the bottom of the form are four buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

3. Complete Online Registration

Select the appropriate school year and click "next". Please complete each of the tabs, and then "Submit" when finished. You must complete each tab before moving to the next section.

Please Note:

*For families that do not have access to the internet, please call 781-639-3140 to make an appointment to register at the district office using one of our self-service computers.

DOCUMENTS UPLOADS NEEDED FOR REGISTRATION

At registration, parents/guardians are required to submit/upload a record of the student's immunizations, proof of residency, and proof of age, as described herein. The District also requests a copy of the student's most recent physical examination.

Birth Certificate for children born in the United States.

Immunization Records** – Documentation from Primary Care Provider

Physical Examination (current within 1 year) Also, for all new students to the Marblehead Public School District. Please Note: If you do not have an updated physical examination, you will need to bring in your child's most recent physical examination and immunizations in order to register your child for school.

Legal documentation (examples: Court paper, Caregiver Authorization Form) demonstrating guardianship or custody (if not parent) Please enter start and end dates for legal documents.

Driver's License/State or Photo Identification to establish proof of identity

If applicable, copy of current signed IEP (Individualized Education Program) or 504 Plan***

Proof of Residency (please see next section for details)

*Official documentation of legal guardianship may be required.

** Immunization is not required for students experiencing Homelessness or are in Foster Care.

***Latest report card or transcript or progress report (if entering Grades 1-12) and current signed IEP must be uploaded for enrollment. The student cannot be enrolled until the complete school record is received including the current signed IEP. The administration will assist the parent/guardian or the student in obtaining a complete school record.

Proofs of Residency

In addition to the documents described above, guardians are requested to provide three (3) proofs of residency – one from each column below. For good cause shown, the District may accept alternative documentation establishing a student's residence in Marblehead**. Please see below for a description of accepted documents and to download the School Committee Proof of Residency Requirements Policy.

<ul style="list-style-type: none">• Copy of most recent mortgage payment• Copy of current purchase & sale agreement• Copy of lease (including HUD leases) and record of most recent rent payment• Affidavit from landlord affirming tenancy and record of most recent rent payment	<p>A utility bill within the past 45 days:</p> <ul style="list-style-type: none">• Water bill• Gas bill• Oil bill• Electric bill• Telephone bill• Cable bill	<ul style="list-style-type: none">• Current MA vehicle registration with Marblehead address• Valid MA license or Valid passport or Valid photo identification card with Marblehead address• Current W2 form• Current excise (vehicle) tax bill• Current property tax bill• Letter from approved government agency*
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*Approved government agencies: Department of Revenue, Children and Family Services, Department of Transitional Assistance, Department of Youth Services, Social Security and any communications on Commonwealth of Massachusetts letterhead.

**The MPS residency policy does not apply to students experiencing Homelessness or who are in Foster Care. (McKinney-Vento Act)

Homeless students who choose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them; and if a homeless student arrives without records, the school district's designated Homeless Education Liaison or designee will assist the family and contact the previously attended school system to obtain the required records.