

# Reviewing Course Requests in Aspen

## Instructions for Parents/Families

The course registration process for students happens in multiple phases:

1. **Teachers** make recommendations for students, discuss them with the students, and enter them into Aspen.
2. **Students** go into Aspen and select their electives and alternates between **March 14 - March 21**.
3. **Counselors** review the student's course selections to ensure a full course load and that the student will be meeting graduation requirements.
4. **Verification day** allows students to make final edits to course selection and to add any electives or alternates that require teacher recommendation.

**Course requests must be completed in Aspen by each student between  
March 14, 2022 – March 21, 2022**

Parents and Guardians are able to view their child's course requests in Aspen, but cannot make changes. Here's how:

### 1. Navigating to the Course Request Area

- Log onto the [Aspen Family/Student Portal](#).
  - If you have trouble logging in, [please visit this page](#) and scroll down to the Frequently Asked Questions section for some troubleshooting information.
- Click on the **Family** top tab and then select the student you'd like to work with by clicking their name.
- Next, on the side tab, click **Schedule** and then **Requests**.
- On the page that comes up, you can view the student's course requests and recommendations

The screenshot shows the Aspen Family/Student Portal interface. At the top, there is a navigation bar with tabs for 'Pages', 'Family', 'Academics', 'Groups', and 'Calendar'. The 'Family' tab is highlighted and circled in red. Below the navigation bar, there is a 'Students' section with a table of active students. The table has columns for 'Name', 'DOB', 'Grade', and 'School > Name'. Two students are listed: 'Brady, Greg' (DOB: 2/4/2001, Grade: 11, School: Newton North High School) and 'Brady, Marcia' (DOB: 1/1/2002, Grade: 10, School: Newton South High School). A red arrow points to the name 'Brady, Greg'. Below the table, there is a sidebar with a 'Schedule' button circled in red. Below the 'Schedule' button, there is a 'Requests' button also circled in red. A white arrow points from the 'Requests' button to the 'Schedule' button.

Name	DOB	Grade	School > Name
Brady, Greg	2/4/2001	11	Newton North High School
Brady, Marcia	1/1/2002	10	Newton South High School

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