

## Update Information Release Permissions on the Aspen Family Portal

11/8/18

Please take the time to update your student's permission settings via the Aspen Family Portal. These permissions include release of student directory information, permission to speak with local media, and use of your child's image in school-related publications such as NPS websites and district, school, and classroom curated social media.

After logging into Aspen, click the link that reads:

[Click here to update your contact and information release preferences](#)



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Click on a link below for directions on how to:

- [Update contact information](#)
- [Update release preferences](#)
- [Student Technology & Online Acceptable Use Guidelines](#)

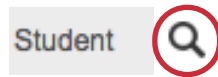
Click the **Workflow** drop-down list.

Workflow	<input type="text"/>
Date	<input type="text" value="10/15/2018"/>

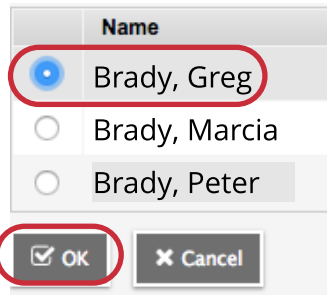
Select **Information Release Permission**.

✓	Contact Verification
	<b>Information Release Permission</b>

Click the magnifying glass icon next to **Student**.



Select the child whose information release settings you want to change.



Click **OK**.

Click **Next**.



Review the Information Release Permissions for your child, and make any necessary changes.

Some Information Release Permissions default to **Yes**, while others default to **No**.

Please make sure to read the description for each permission.

For example:

By Selecting "NO" I DO NOT give permission to release student information on my child to institutions of higher education.

Release Student Info	Yes
Student Picture	Yes
Military Recruiters	No
Higher Education	No
Media/Interview	Yes
Newton Web Pages	Yes
Teacher Internal	Yes
Student Teacher	Yes

*\* only secondary students*

When you are finished, click **Next**.



On the following screen, you may set permissions for another child, or click **Finish**.

