Student Handbook Workflow – Instructions for Students
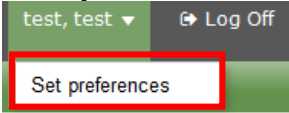## *You only need to complete the workflow once*

Log into Aspen
STEP 1 – Set Preferences – 1 time set up
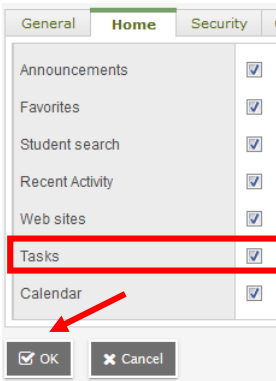### *You only need to set these preferences once*

Click your name in the top right corner and click on Set Preferences
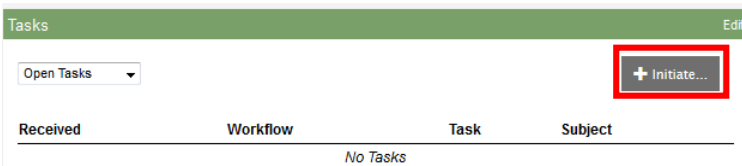

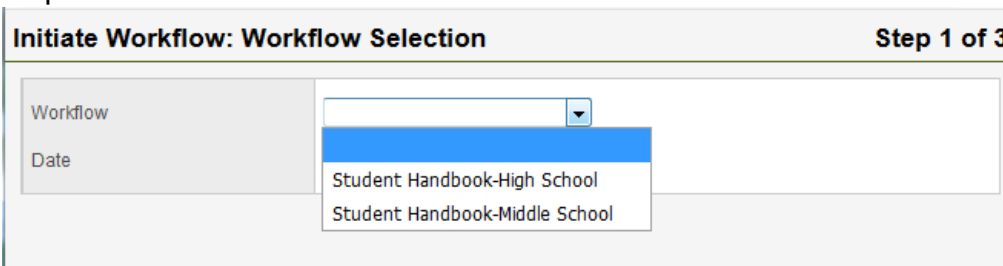Click on the Home tab

Make sure Tasks is checked off. Click OK

STEP 2 – Initiate Workflow

Find the Tasks Widget on the right side of the page.
Click Initiate.

You will see both Student Handbook Workflows for the Middle School and High School. Pick the workflow for the school you are at. If you click the wrong workflow. You won't see yourself in the next step.

Click on the **Magnifying Glass** to select yourself.

Initiate Workflow: Workflow Selection		Step 1 of 3
Workflow	Student Handbook-High S ▾	
Date	9/10/2018 ▦	
Student	🔍 ←	

Select yourself from the list (you should be the only one listed) and click OK

	Name	YOG	Homeroom
◉	test3, test3	2020	

[☑ OK] [✖ Cancel]

Click **Next** at the bottom of the workflow window.

[← Previous] [Next →] [⚑ Finish] [✖ Cancel]

STEP 3 – COMPLETE STUDENT PERMISSIONS – NHS IS ON THE NEXT PAGE

COAKLEY MIDDLE SCHOOL
Handbook section: add today's date signifying that you received the middle school handbook (link on workflow page)
Click Next

Initiate Workflow: Details	Step 2 of 3

Student Handbook-Middle School Details for test3, Three

Coakley Middle School Handbook Sign Off

I have received a copy of the student handbook found online at: Coakley Middle School Handbook

I have read and understand the handbook. I agree to comply with the code of conduct and all of the rules/regulations, including the amendment to the General Laws, Chapter 269, which prohibits the practice of hazing.

I have read and agree to comply with Norwood's Responsible Use policy for Technology.

Enter today's date in the box below to signify that you have read Coakley Middle School's Handbook

Student Handbook SignOff	_____ ▦

A confirmation screen pops up, click Finish at the bottom

[← Previous] [Next →] [⚑ Finish] [✖ Cancel]

Handbook section: add today's date signifying that you received the high school handbook (link on workflow page)

Optional: Add today's date to the Military Opt if you don't want your child's information given to military recruiters.

- *If the date is filled in here that means your parent/guardian filled out the Military Opt-Out on their workflow and the school saved the data. You won't see anything in the workflow until the school saves the data. You can edit the fields and submit again if you want.*

Click Next

Initiate Workflow: Details	Step 2 of 3

Student Handbook-High School Details for test3, test3

Norwood High School Handbook Sign Off

I have received a copy of the student handbook found online at: Norwood High School Handbook

I have read and understand the handbook. I agree to comply with the code of conduct and all of the rules/regulations, including the amendment to the General Laws, Chapter 269, which prohibits the practice of hazing.

I have read and agree to comply with Norwood's Responsible Use policy for Technology.

Enter today's date in the box below to signify that you have read Norwood High School's Handbook

Student Handbook SignOff	[ ] 🗓

OPTIONAL: Military OPT OUT

Federal public law 107-110, section 9528 of the ESEA, "Every Student Succeeds Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. The law also requires the school district to notify you of your right to opt out from this by requesting that the district not release your information to military recruiters. Fill in today's date in the box below to request to withhold your private information. As a student you have the right to request that your private information is not released to military recruiters and others.

Enter today's date in the box below to request that your name, address, and telephone number not be released to Armed Forces and Military Recruiters, or Military Schools.

Military Info Opt OUT	[ ] 🗓

← Previous   Next →   🏳 Finish   ✖ Cancel

A confirmation screen pops up, click Finish at the bottom

← Previous   Next →   🏳 Finish   ✖ Cancel

How do I know if I did it right?

There isn't an email confirmation, but you can see the Registration by changing your Tasks dropdown to Closed Tasks.

Once you submit the workflow, your School will save the information to the student record.