

November 6, 2014

Dear Parent/Guardian:

The Vernon Public Schools began using a new student information system called ASPEN this past August. The student portal has recently been rolled out to our students and we are hearing positive reviews. The parent portal, which allows parents to view grades, attendance, etc., is ready. In order to ensure the accuracy of the data contained in ASPEN, we are asking you to review the back of this letter and to please update the information.

To receive access to ASPEN, parents/guardians will need to do the following:

1. Review the Biographical Form on the back of this letter
2. Make any corrections needed
3. Sign the letter below
4. Return the letter to the VCMS School Counseling Office through your student, in person, or by scanning and emailing it to [VCMSAspen@vernonct.org](mailto:VCMSAspen@vernonct.org)

Once the school receives your signed document, you will receive an email from [VCMSAspen@vernonct.org](mailto:VCMSAspen@vernonct.org) with your assigned login ID, temporary password, and first-time sign-on directions.

**If you already have an ASPEN parent account at Rockville High School, you should log into the RHS account and be able to see both your RHS student and your VCMS student under that account once you submit the Biographical Form and signed document to us. If you have multiple children at VCMS, please let us know, and we will link all of your children's accounts so you only have to log into one. If you fall into either of these situations, please email us at [VCMSAspen@vernonct.org](mailto:VCMSAspen@vernonct.org).**

If you wish to give an additional adult access to ASPEN, please contact the ASPEN Team by email at [VCMSAspen@vernonct.org](mailto:VCMSAspen@vernonct.org) or you may call the school at 860-870-6070 and leave a message for the ASPEN Team for further assistance.

---

Contact Name (print)

---

Contact Name (signature)

---

Date

*Please check this box if you have multiple children at  
VCMS and list the names of your other child(ren).*

☐

---

---

*Please check this box if you have children at RHS  
and list the name(s) of your RHS student(s).*

☐

---

---