

Dear Buker Families:

We are using a Digital Verification process to update Aspen student records, family information, and confirm understanding of our school handbook and district procedures. This process makes it easier for families to save valuable time and reduce paper use.

**The following forms are available through Aspen and require your review, update, and sign off confirmation:**

- Update and confirm Aspen and Emergency Contact information
- Update and confirm Medical Card information
- Verify reading of the Parent/Student handbook
- Verify reading of all District Policies (anti-bullying, internet/acceptable use, picture/video release, bus video, privacy law)

**In order to review, edit and sign off on the documents please follow these steps:**

1. Login to your Aspen account through the parent portal. If you need assistance with logging in, please email [aspenhelp@hwschools.net](mailto:aspenhelp@hwschools.net)
2. Once you login, click the **Initiate** button in the *Student Contact/Medical Data Review and Update* box.

| Student Contact/Medical Data Review and Update           |              |         |             |
|----------------------------------------------------------|--------------|---------|-------------|
| Start a new Student Contact/Medical Info Update workflow |              |         |             |
| <input type="button" value="+ Initiate..."/>             |              |         |             |
| Published Reports                                        |              |         |             |
| Filename                                                 | DateUploaded | Creator | Description |
| No published reports                                     |              |         |             |

3. Click on Each Tab and **Review/Update** the information before clicking on **Next**.

\*\*\*Some fields are required and you will not be able to submit until they are completed.\*\*\*

**In order to confirm your child's Aspen and medical information, the Digital Signature box requires a Yes answer before signing your name. No updates will be made without your digital signature, even if you "finish" completing the form.**

4. When the information is updated, click on **Next**, then click **Finish**.
5. The information will be sent to the main office for review before being updated in Aspen.
6. You will receive an automated email once the office review is complete and your changes will be updated in Aspen. At this point, you may make further edits and resubmit.

We would also like to draw your attention to the [2021-2022 Elementary Student Handbook](#). The handbook includes important information about Buker School and district policies and procedures.

Please contact [aspenhelp@hwschools.net](mailto:aspenhelp@hwschools.net) if you need assistance.