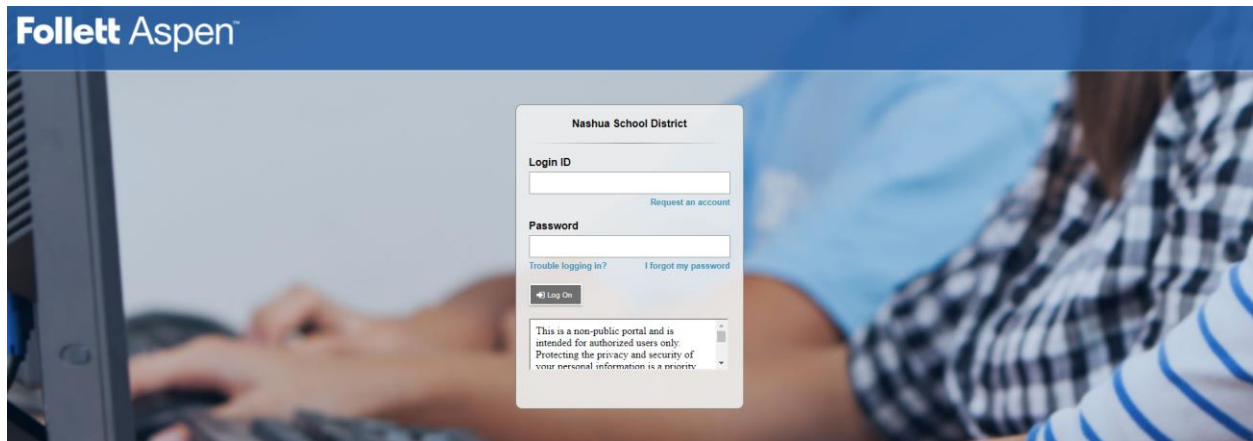


## Register your Child Online with your Nashua School District Portal Account

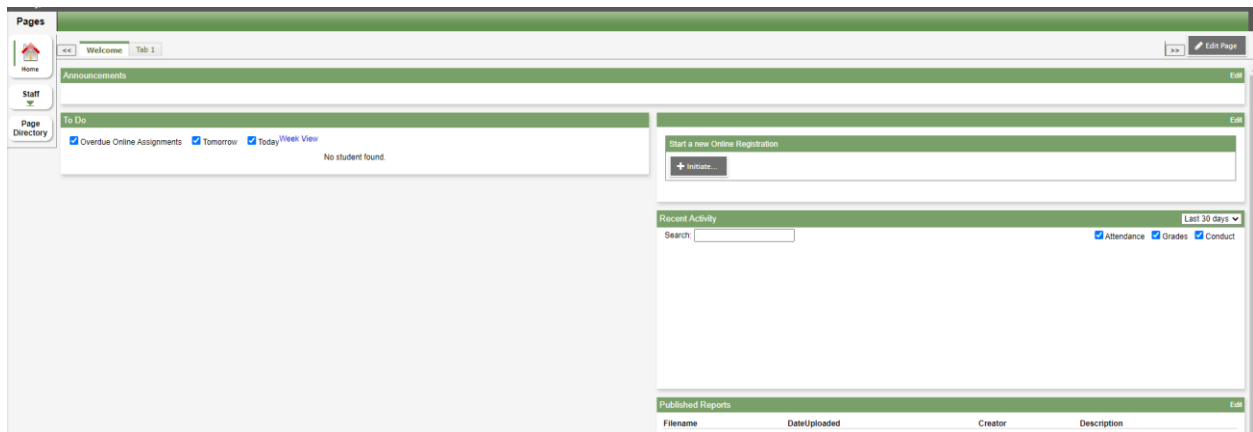
Travel to <https://x2.nashua.edu/aspn/logon.do>

This link will take you to the following page:



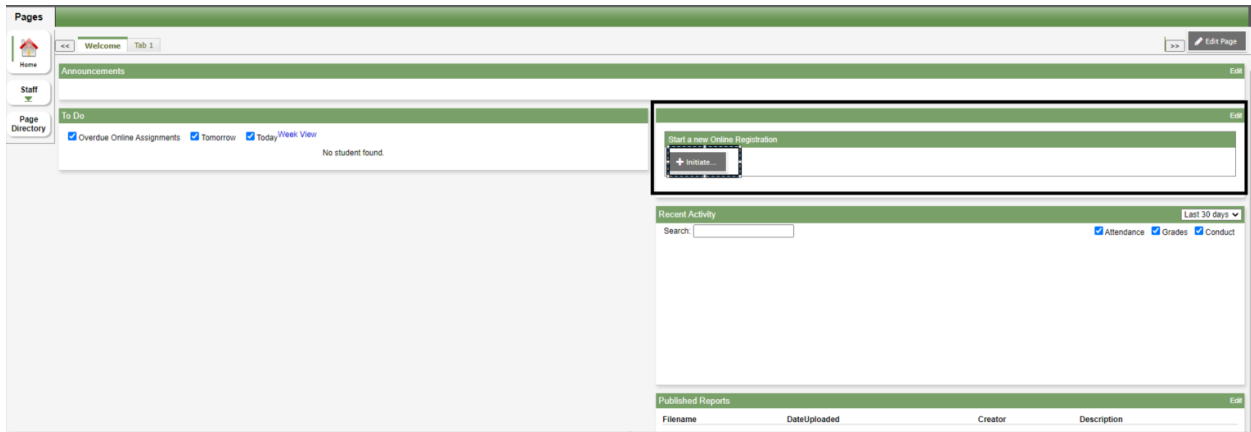
Use your account credentials to sign into the Nashua School District Aspen Portal.

Once logged in, your screen will look something like this:



\*Note your screen may look different based upon previous portal activity.

To begin the registration, select “Initiate” in the “Start a new Online Registration”

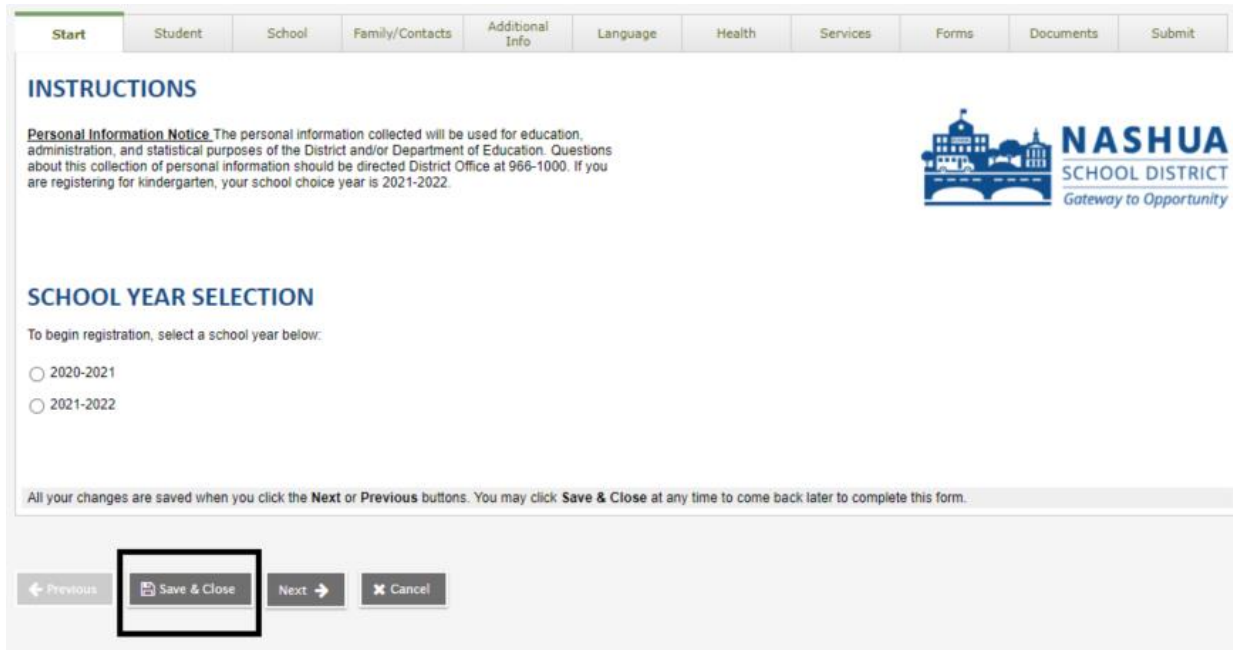


Upon a closer look, this area of the page will look like:

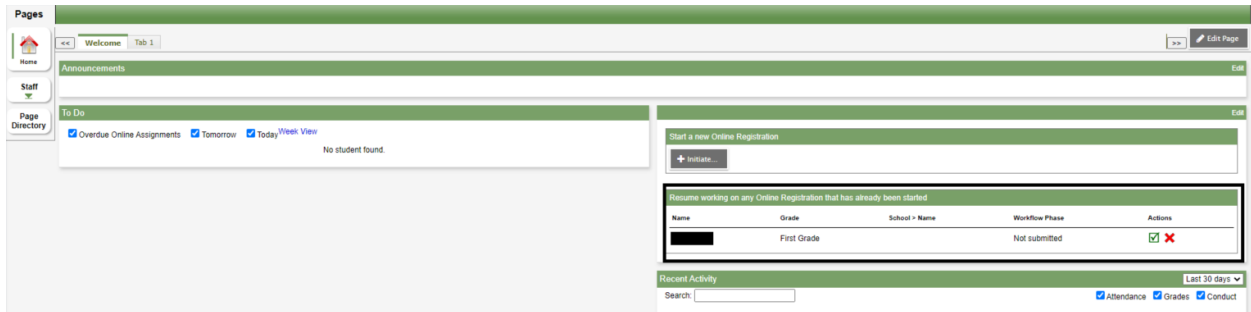


After you click on “Initiate” the registration will begin and a pop-up window will appear which contains a number of forms which need to be filled out.

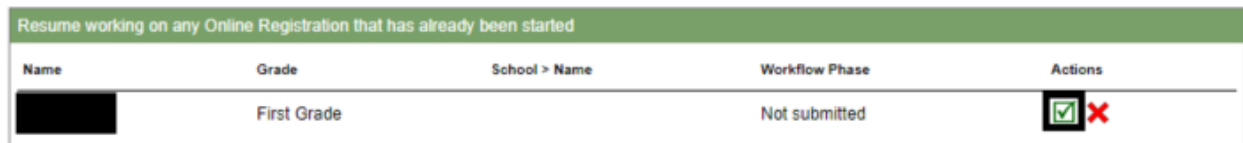
\*Please note, at any point during the registration process, you can select a “Save & Close” button at the bottom of the screen which will save your progress and close the registration.



To pick back up and return to this registration, on your Nashua Portal Account Home Screen, underneath the “Start a new Online Registration” box, you will see a “Resume working on any Online Registration that has already been started”



Upon a closer look, this area of the page will look like:

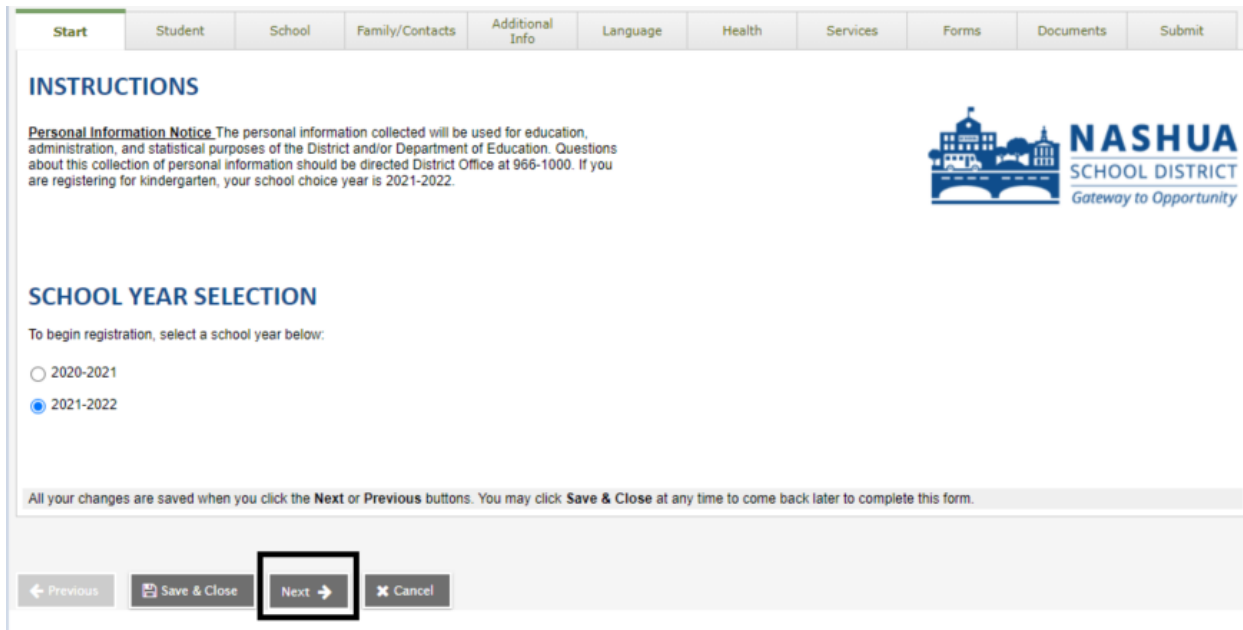


Click on the Green checkmark and the previously saved registration will open and you may continue to fill it out.

Now that we know how to start our registration, as well as save our current progress to return later. We can continue to fill out the registration.

The first page of registration is the School Year Selection

Select the school year which you are registering your child for and then select “Next”



The next page of the form is the Student Information page. Fill out the fields and then select “Next” at the bottom of the form.

\*Note: All fields with a red asterisk are required.

\*\*Note: Some pages/tabs of the form will require scrolling within the window to reach the bottom of the form. The “Next” button will not appear until you have reached the bottom.

Start	<b>Student</b>	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	----------------	--------	-----------------	-----------------	----------	--------	----------	-------	-----------	--------

### Student Information

<b>Legal Name</b>		<b>Preferred Name</b>	
First *	<input type="text" value="New"/>	First	<input type="text" value="New"/>
No middle name	<input checked="" type="checkbox"/>	Middle	<input type="text"/>
Middle	<input type="text"/>	Last	<input type="text" value="Student"/>
Last *	<input type="text" value="Student"/>		
Suffix	<input type="text" value="v"/>		
Gender *	<input type="text" value="U"/>		

### Birth and Citizenship

<b>Place of birth</b>	
City *	<input type="text" value="Manchester"/>
State *	<input type="text" value="NH"/> <input type="button" value="Q"/>
Country *	<input type="text" value="United States"/>
Born Abroad?	

Following the Student Information tab is the School Selection tab. On this screen, select the neighborhood school of your student/child.

\*Note: If you are not sure which school to select, use the link provided under the “Need Help Selecting the Appropriate School?” heading. This page will help you determine your neighborhood school.

Start	Student	<b>School</b>	Family/Contacts	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	---------------	-----------------	-----------------	----------	--------	----------	-------	-----------	--------

**School Selection**

The school your child attends is assigned based on your current address.

**Need Help Selecting the Appropriate School?**

[Click Here to locate the appropriate school based on your address.](#)

**Required:** Select the school appropriate for your address

Selected:

Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input type="radio"/>	Amherst Street Elementary School	71 Amherst St	Nashua	603-966-1700	PK4	05
<input type="radio"/>	Bicentennial Elementary School	296 East Dunstable Rd	Nashua	603-966-1760	PK4	05
<input type="radio"/>	Birch Hill Elementary School	17 Birch Hill Dr	Nashua	603-966-1820	PK4	05
<input type="radio"/>	Broad Street Elementary School	390 Broad St	Nashua	603-966-1880	PK4	05
<input type="radio"/>	Charlotte Avenue Elementary School	48 Charlotte Ave	Nashua	603-966-1940	PK4	05

Once you have determined and selected your appropriate neighborhood school, click on “Next” at the bottom of the window.

Selected: **Amherst Street Elementary School**

Filter this list by school name or city:

	Requested School	Address	City	Phone	Start Grade	End Grade
<input checked="" type="radio"/>	Amherst Street Elementary School	71 Amherst St	Nashua	603-966-1700	PK4	05
<input type="radio"/>	Bicentennial Elementary School	296 East Dunstable Rd	Nashua	603-966-1760	PK4	05
<input type="radio"/>	Birch Hill Elementary School	17 Birch Hill Dr	Nashua	603-966-1820	PK4	05
<input type="radio"/>	Broad Street Elementary School	390 Broad St	Nashua	603-966-1880	PK4	05
<input type="radio"/>	Charlotte Avenue Elementary School	48 Charlotte Ave	Nashua	603-966-1940	PK4	05
<input type="radio"/>	Dr. Norman W. Crisp Elementary School	50 Arlington St	Nashua	603-966-2100	PK4	05
<input type="radio"/>	Fairgrounds Elementary School	37 Blanchard St	Nashua	603-966-2220	PK4	05
<input type="radio"/>	Ledge Street Elementary School	139 Ledge St	Nashua	603-966-2120	PK4	05
<input type="radio"/>	Main Dunstable Elementary School	20 Whitford Rd	Nashua	603-966-2320	PK4	05
<input type="radio"/>	Mount Pleasant Elementary School	10 Manchester St	Nashua	603-966-2400	PK4	05
<input type="radio"/>	New Searies Elementary School	39 Shady Ln	Nashua	603-966-3620	PK4	05
<input type="radio"/>	Sunset Heights Elementary School	15 Osgood Rd	Nashua	603-966-3680	PK4	05

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.

The following tab is the “Family/Contacts” tab. This is where the information for any of the student’s contacts will be entered, as well as any siblings the student may have who are already registered with the district.

Start	Student	School	<b>Family/Contacts</b>	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	------------------------	-----------------	----------	--------	----------	-------	-----------	--------

### Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
No matching records						

### Legal Information

Is this student subject to a parenting plan or any court order?

If you answered **Yes**, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.

### Siblings

Siblings **ALREADY** attending a school in this district

First Name	Last Name	Sibling Grade	School Name
No matching records			

Will this student have a sibling four (4) years of age this current school year?

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

To add a contact, click on “Add” below the “Parent/Guardian/Other Contact” box.

Start	Student	School	<b>Family/Contacts</b>	Additional Info	Language	Health	Services	Forms	Documents	Submit
-------	---------	--------	------------------------	-----------------	----------	--------	----------	-------	-----------	--------

### Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
No matching records						

This will open a form for the contact information to be entered.

\*Note all fields with a red asterisk are required

**Complete this form for at least one parent/guardian**

First name *	<input type="text"/>
Last name *	<input type="text"/>
Gender	<input type="text" value="v"/>
Relationship *	<input type="text" value="v"/>

**Contact Order/Priority**

Contact priority in case of an emergency

**Email Address**

For custodial parents/guardians, a primary email is required.

Primary email

**Phone Information**

Enter at least one phone number

Priority #	Number
Phone 1 *	<input type="text"/>
Phone 2	<input type="text"/>
Phone 3	<input type="text"/>

Phone numbers will be formatted according to the pattern:  
'918-123-4567'

**Contact Questions**

- \* Does this contact live with this student?  Yes  No
- \* Is this contact a guardian for this student?  Yes  No
- \* Can this contact pick up this student?  Yes  No
- \* Can this contact receive Automated Phone Calls?  Yes  No
- \* Should this contact receive email for this student?  Yes  No
- \* Can this contact receive Grades?  Yes  No
- \* Can this contact receive conduct information?  Yes  No
- \* Can this contact receive attendance information?  Yes  No

Address fields are mandatory for non-custodial contacts

**Physical Address**

Is the physical address the same as the student?

**Mailing Address**

Mailing address same as the physical address?

OK  Cancel

You will now see that contact listed in the “Parent/Guardian/Other Contact” box

Start Student School **Family/Contacts** Additional Info Language Health Services Forms Documents Submit

### Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

	First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
<input type="checkbox"/>	New	Parent	1	Father	555-555-5555		newParent@email.com

**+ Add** **- Delete**

Once you have completed entering the information on this page, select “Next” at the bottom of the page.

Start Student School **Family/Contacts** Additional Info Language Health Services Forms Documents Submit

### Parent/Guardian/Other Contact

Click on your name to complete your own record, then select **Add** to add any additional contacts for the student.

	First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
<input type="checkbox"/>	New	Parent	1	Father	555-555-5555		newParent@email.com

**+ Add** **- Delete**

### Legal Information

Is this student subject to a parenting plan or any court order?  
If you answered **Yes**, you are required to submit copies of these documents to the school. Provide a brief summary here if you choose.

### Siblings

Siblings ALREADY attending a school in this district

First Name	Last Name	Sibling Grade	School Name
No matching records			

Will this student have a sibling four (4) years of age this current school year?

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

**< Previous** **Save & Close** **Next >** **Cancel**



The next tab is the “Additional Info” tab. This tab collects information about the student which was not previously collected.

\*Note all fields with a red asterisk are required

Start Student School Family/Contacts **Additional Info** Language Health Services Forms Documents Submit

### School History

Provide information about the student's last school or program attended

Date last attended

Previous school grade

Previous school name

Previous school phone

**Previous attendance in this district**

Has the student ever attended a school in this district?

If yes, what is the name of the last school attended in this district?

### Additional Student Information

\* Is this student a military dependent? If so, select type:

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

Student has permission to be photographed/videotaped (except school-wide events on Nashua ETV)?

*\*Please note that by selecting "No", your child may not appear in school yearbooks.*

Does this student have access to a computer?

Does this student have access to the internet?

Student has permission to be interviewed?

College recruiters

Military recruiters (including address and phone number)

Once the form has been filled in, select “Next” at the bottom of the page.

### Additional Student Information

\* Is this student a military dependent? If so, select type:

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

Student has permission to be photographed/videotaped (except school-wide events on Nashua ETV)?

*\*Please note that by selecting "No", your child may not appear in school yearbooks.*

Does this student have access to a computer?

Does this student have access to the internet?

Student has permission to be interviewed?

College recruiters

Military recruiters (including address and phone number)

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

The following tab is the “Language” tab. This is the Nashua School District Home Language Survey which collects information on the languages spoken by both the parent/guardian as well as the student/child.

\*Note all fields with a red asterisk are required

The screenshot shows the 'Language' tab of the Nashua School District Home Language Survey. At the top, there is a navigation bar with tabs: Start, Student, School, Family/Contacts, Additional Info, Language (highlighted), Health, Services, Forms, Documents, and Submit. Below the navigation bar, the title 'Nashua School District Home Language Survey' is centered. A message box contains the following text: 'Dear Parents or Guardian: In order to provide your child with the best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and personal history. Please complete the section below entitled Language Background and Educational History. Your assistance in answering these questions is greatly appreciated.'

### Language Background

What language(s) is (are) spoken in the student's home or residence? \*

What was the first language your child learned? \*

What is the home language of each parent/guardian? \*

Mother

Father

Guardian

What language(s) does your child understand?

What language(s) does your child speak?

Once the fields have been filled in, select “Next” at the bottom of the page.

The screenshot shows the bottom section of the survey form. It includes a text area with the question: 'Is there anything else you think is important for the school to know about your child?'. Below the text area, a message states: 'All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' At the bottom, there is a navigation bar with buttons: Previous, Save & Close, Next (highlighted with a red box), and Cancel.

The following tab is the “Health” tab. This is where you will enter any necessary health information for your student/child.

The screenshot shows a web form with a navigation bar at the top containing tabs: Start, Student, School, Family/Contacts, Additional Info, Language, **Health**, Services, Forms, Documents, and Submit. The 'Health' tab is active. Below the navigation bar, the form is divided into several sections:

- Primary Physician and Health Insurance:** Contains two input fields: 'Physician' and 'Physician phone'.
- Medical Information:** Includes the instruction 'List any student medical conditions:' followed by a large text area.
- Medications and Allergies:** Starts with the instruction 'What medications does the student take? If none, enter "N/A".' followed by a text area. Below this is a list of checkboxes: 'Bee stings', 'Food', 'Latex', 'Medication', and 'Requires Epi-pen'. A final text area asks for 'any explanations for the selected allergies, or others not listed above.'
- Vision, Hearing and Speech:** Includes the question 'Does the student appear to have any vision, hearing or speech problems?' followed by a text area.

Once the fields have been filled in, select “Next” at the bottom of the page.

This screenshot shows a closer view of the 'Vision, Hearing and Speech' section. The text area contains the text 'Student wears glasses'. At the bottom of the form, there is a navigation bar with four buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Next' button is highlighted with a black border.

The next tab is the “Services” tab. This is where information on any special education support will be collected. Check off the boxes which apply and select “Next” at the bottom of the page.

Start Student School Family/Contacts Additional Info Language Health **Services** Forms Documents Submit

### Special Education Support

Does your child have any of the following? If so, please bring the paperwork to the school at your appointment.

I.E.P.	<input type="checkbox"/>
504	<input type="checkbox"/>
ELL	<input type="checkbox"/>

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

← Previous Save & Close **Next** → × Cancel

The next tab is the “Forms” tab. This tab contains Nashua School District forms which can be completed online. These forms include:

- Responsible Use Guidelines – Form for use of technology
- Student Handbook
- Immunization Requirements
- Request for Student Records
- Middle & High School Health Consent

Start Student School Family/Contacts Additional Info Language Health Services **Forms** Documents Submit

# Forms

Please acknowledge all forms before moving to the next page.

<a href="#">Responsible Use Guidelines</a>	<a href="#">Student Handbook</a>	<a href="#">Immunization Requirements</a>	<a href="#">Request for Student Records</a>	<a href="#">Middle &amp; High School Health Consent</a>
--	----------------------------------	---	---	---

### Responsible Use Guidelines (R.U.G)

The Nashua School District's (NSD) computer network and Internet access are available to students to enhance their educational experience and become computer literate in an increasingly technological world.

The purpose of these Responsible Use Guidelines is to foster the appropriate use of that network and the Internet. The following Guidelines apply to all users whenever they access any School District network connection.

#### Educational Purpose

The NSD network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects.

The NSD network has not been established as a public access service or a public forum. The School

You can scroll down the page through all of the forms and fill out the necessary and applicable fields. Once you have reached the bottom select “Next”

Responsible Use Guidelines Student Handbook Immunization Requirements Request for Student Records Middle & High School Health Consent

### Middle & High School Health Consent Form

My child has a diagnosis or medical condition of

← Previous Save & Close **Next** → × Cancel

The following tab is the “Documents” tab. This tab allows you to upload documents that are required by the district for registration.

\*Note if you are unable to upload documents to the registration portal, accommodation may be made to bring your documents to your student/child’s registered school.

Start	Student	School	Family/Contacts	Additional Info	Language	Health	Services	Forms	<b>Documents</b>	Submit
-------	---------	--------	-----------------	-----------------	----------	--------	----------	-------	------------------	--------



### Documentation

Required Documentation for New Students to this district:





The following documentation is required for registration

- **Original or certified Birth Certificate** or other **legal document** which include student's name, date of birth, such as a passport, court documents or adoption papers
- **Immunization Record**
- **Medical Physical Examination** within Year of Enrollment
- **Proof of Residency:** *Two different recent utility bills (electric, cable or gas bill) or current lease agreement and/or mortgage agreement in parent name*
- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
  - Notarized Host Residency Form
  - Host must accompany parent at time of registration
  - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

Name	Type	Filename	Document
No matching records			

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

To upload a document, select “Upload” under the “Documentation” box.



### Documentation

Required Documentation for New Students to this district:

The following documentation is required for registration

- **Original or certified Birth Certificate** or other **legal document** which include student's name, date of birth, such as a passport, court documents or adoption papers
- **Immunization Record**
- **Medical Physical Examination** within Year of Enrollment
- **Proof of Residency:** *Two different recent utility bills (electric, cable or gas bill) or current lease agreement and/or mortgage agreement in parent name*
- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
  - Notarized Host Residency Form
  - Host must accompany parent at time of registration
  - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

Name	Type	Filename	Document
No matching records			

A window will open which looks like this:

https://x2.nashua.edu/aspen/childDetail.do?prefix=DOC&context=stude... — □ ×

x2.nashua.edu/aspen/childDetail.do?prefix=DOC&context=studentCase.docum...

Name \*

Type of Document

Upload \*

Filename

Enter a name for the document, select the type of document, and click on the arrow pointing upwards to find and select the document to be uploaded. Once the document has been selected and imported click on “Save”

https://x2.nashua.edu/aspen/childDetail.do - Google Chrome — □ ×

x2.nashua.edu/aspen/childDetail.do

Name \*

Type of Document

Upload \*

Filename

That document will now appear in the “Documentation” box.

- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
  - Notarized Host Residency Form
  - Host must accompany parent at time of registration
  - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

	Name	Type	Filename	Document
<input type="checkbox"/>	<a href="#">New Student Birth certificate</a>		NewStudentBirthCertificate.pdf	

Upload any and all documents listed which you are able to upload and then select “Next” at the bottom of the page.

Start Student School Family/Contacts Additional Info Language Health Services Forms Documents Submit

### Documentation

Required Documentation for New Students to this district:

The following documentation is required for registration

- **Original or certified Birth Certificate** or other **legal document** which include student's name, date of birth, such as a passport, court documents or adoption papers
- **Immunization Record**
- **Medical Physical Examination** within Year of Enrollment
- **Proof of Residency:** *Two different recent utility bills (electric, cable or gas bill) or current lease agreement and/or mortgage agreement in parent name*
- **Legal Paperwork**, if applicable: *guardianship, court decree, court placement*
- If child is living with a host:
  - Notarized Host Residency Form
  - Host must accompany parent at time of registration
  - **Host must show photo identification and proof of residency:** *two different recent utility bills or current lease and/or mortgage agreement in host name*

	Name	Type	Filename	Document
<input type="checkbox"/>	New Student Birth certificate		NewStudentBirthCertificate.pdf	

All your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

The last tab is the “Submit” tab. Enter any final information necessary in the box and click “Submit” at the bottom of the page

Start Student School Family/Contacts Additional Info Language Health Services Forms Documents Submit

### Done!

Congratulations! You have reached the end of the Registration form.

Once submitted online, your child's school will be in touch to arrange an appointment for registration completion. You will need to provide the original documents at that time.

Enter any final notes or comments for the registrar (optional)

Click each tab and review the information. When all information is accurate and complete, click **Submit**.

**Note:** Once you click **Submit**, you will not be able to edit this form.

Once you submit you will see the following confirmation screen

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you are notified that your registration has been accepted, the school will contact you regarding any required documents.

Welcome to the Nashua School District

Name	Description	Print
Online Registration Summary		<input checked="" type="checkbox"/>

Print Close

Thank you for completing this online registration.

The next step is for the school to review and accept the registration. **You will receive an email notification when your registration has been accepted.**

After you are notified that your registration has been accepted, the school will contact you regarding any required documents.

Welcome to the Nashua School District

As mentioned on the confirmation screen, a confirmation email will be sent. That email will appear as:

x

x2admin@nashua.edu

Fri 2/5/2021 3:52 PM

🌟 📧 ↶ ↷ → ⋮

This is confirmation that we have received the registration you submitted for New Student.

The office will review your registration. Once accepted, you will be notified at this email address with a confirmation of the assigned school.

Thank you for using our Online Registration system.

Reply Reply all Forward

This is confirmation that we have received the registration you submitted for New Student.

The office will review your registration. Once accepted, you will be notified at this email address with a confirmation of the assigned school.

Thank you for using our Online Registration system.