Register your Child Online with your Nashua School District Portal Account

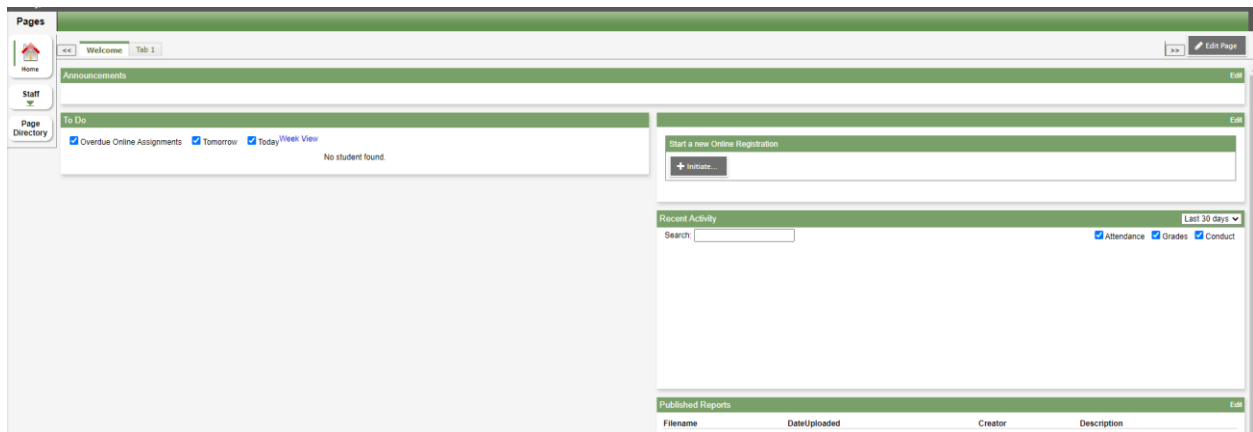Travel to https://x2.nashua.edu/aspen/logon.do
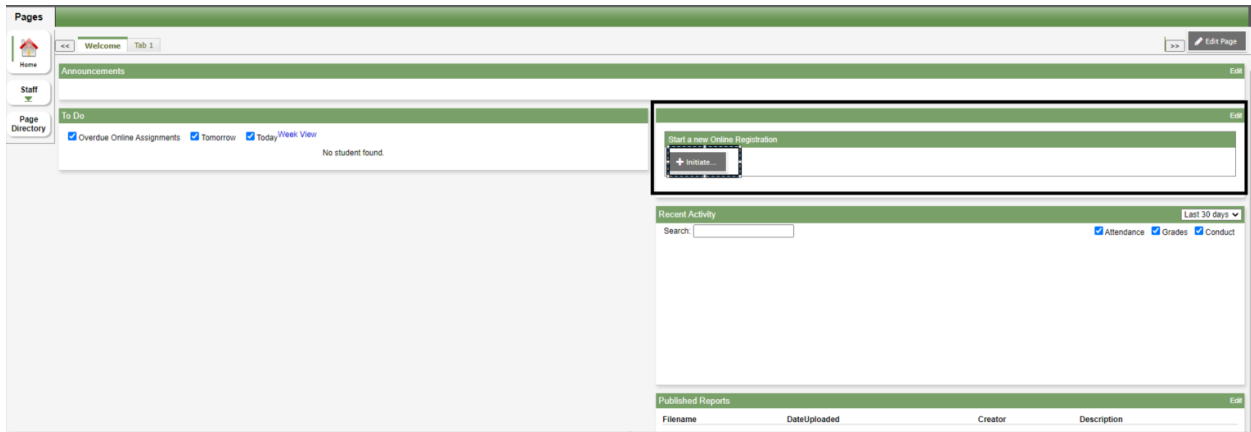
This link will take you to the following page:
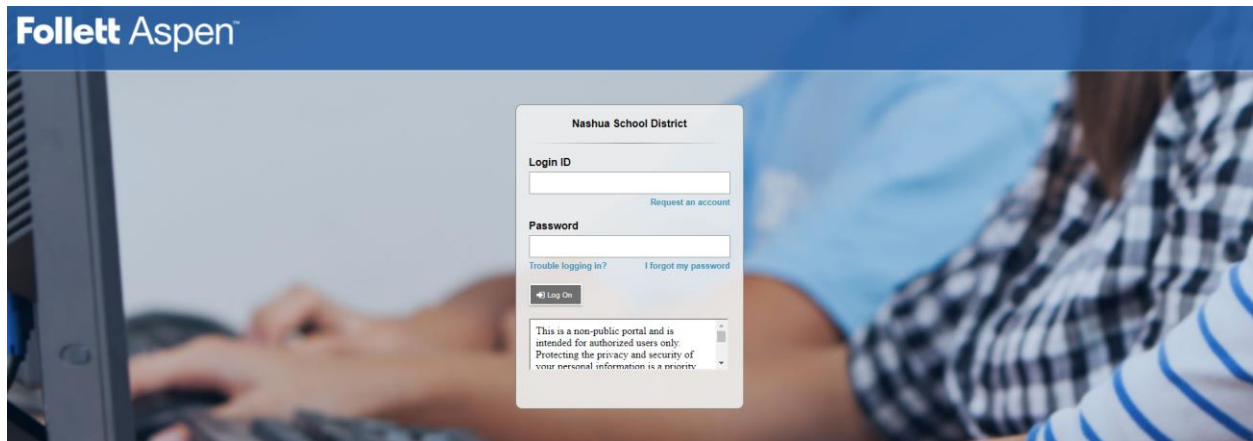
Use your account credentials to sign into the Nashua School District Aspen Portal.

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"


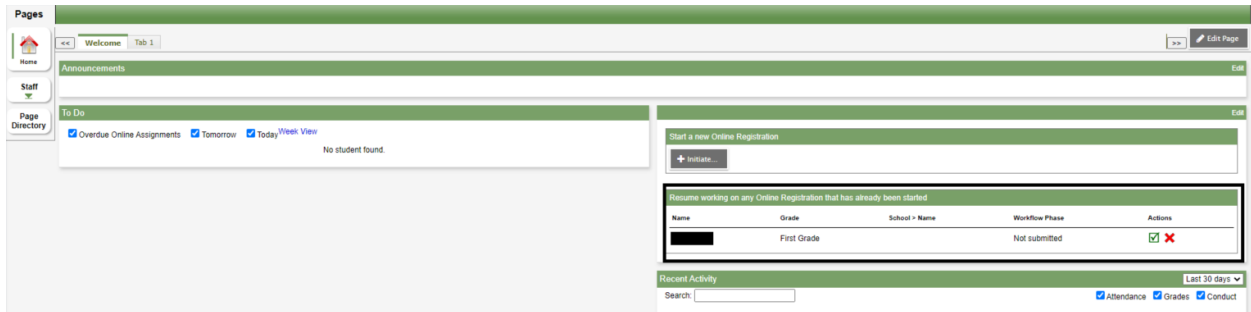Upon a closer look, this area of the page will look like:

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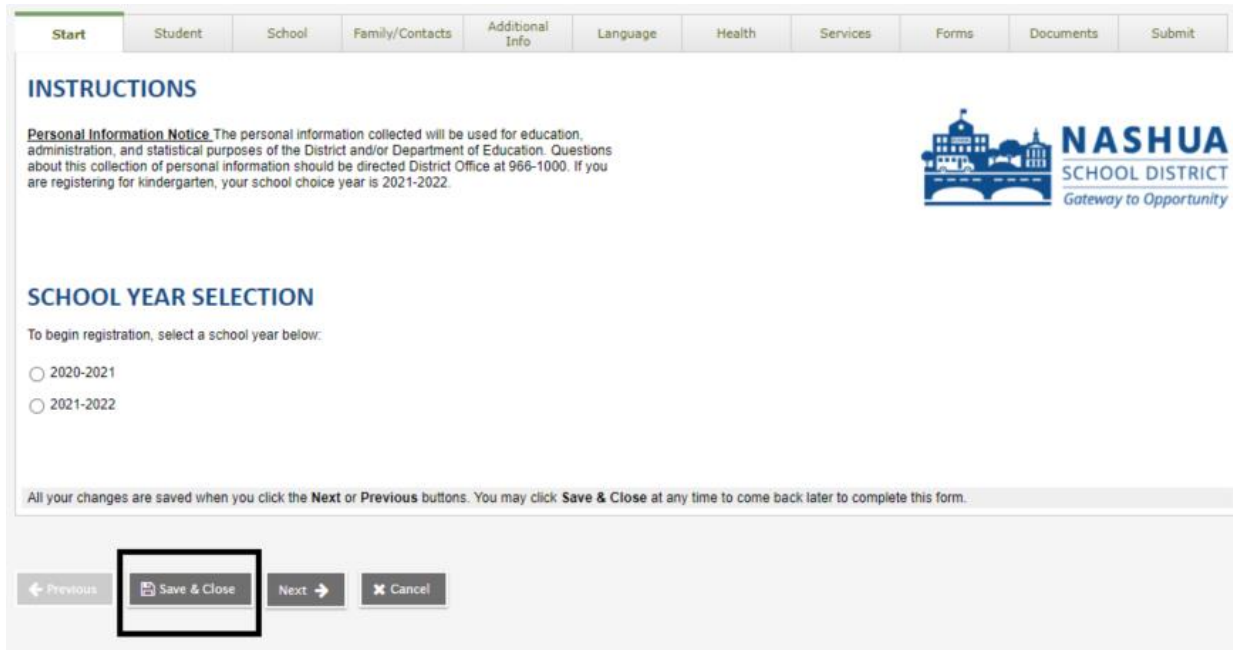
To pick back up and return to this registration, on your Nashua Portal Account Home Screen, underneath the "Start a new Online Registration" box, you will see a "Resume working on any Online Registration that has already been started"

Upon a closer look, this area of the page will look like:
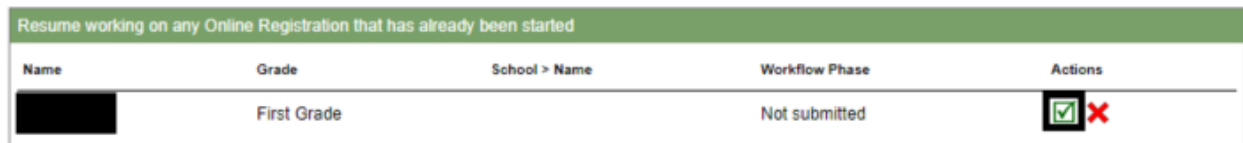
Click on the Green checkmark and the previously saved registration will open and you may continue to fill it out.

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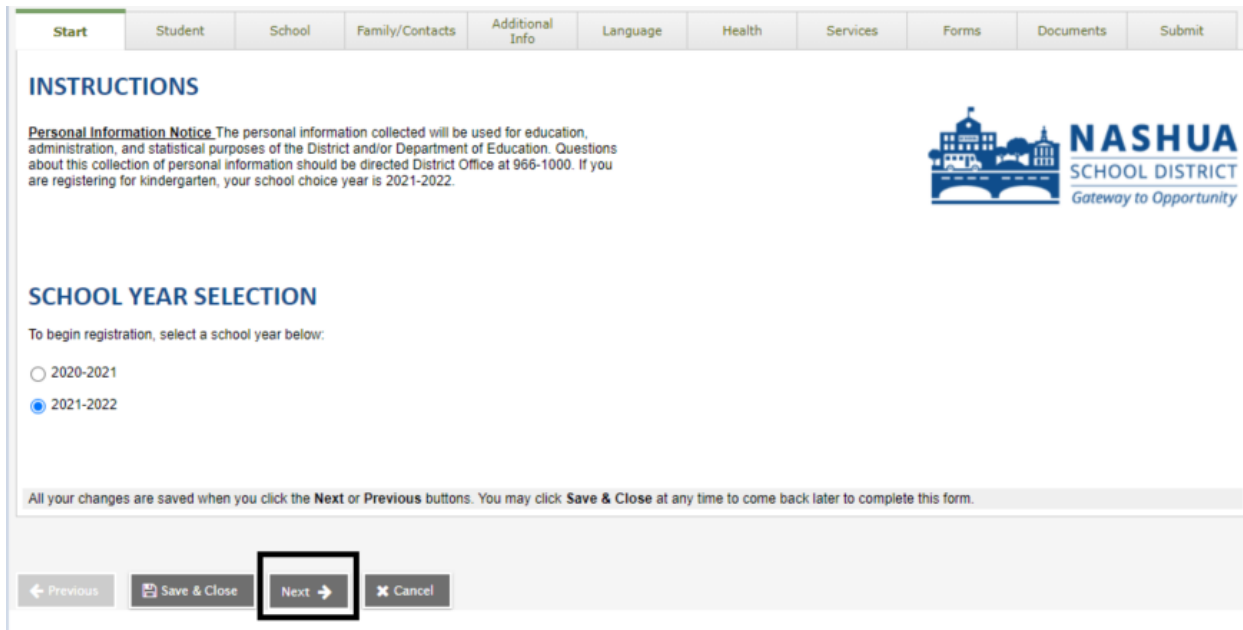
The next page of the form is the Student Information page. Fill out the fields and then select "Next" at the bottom of the form.

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

Student Information

Legal Name		Preferred Name	
First *	New	First	New
No middle name	☑	Middle	
Middle		Last	Student
Last *	Student		
Suffix	⌄		
Gender *	U ⌄		

Birth and Citizenship

Place of birth	
City *	Manchester
State *	NH 🔍
Country *	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	School	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
○	Amherst Street Elementary School	71 Amherst St	Nashua	603-966-1700	PK4	05
○	Bicentennial Elementary School	296 East Dunstable Rd	Nashua	603-966-1760	PK4	05
○	Birch Hill Elementary School	17 Birch Hill Dr	Nashua	603-966-1820	PK4	05
○	Broad Street Elementary School	390 Broad St	Nashua	603-966-1880	PK4	05
○	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
⦿	Amherst Street Elementary School	71 Amherst St	Nashua	603-966-1700	PK4	05
○	Bicentennial Elementary School	296 East Dunstable Rd	Nashua	603-966-1760	PK4	05
○	Birch Hill Elementary School	17 Birch Hill Dr	Nashua	603-966-1820	PK4	05
○	Broad Street Elementary School	390 Broad St	Nashua	603-966-1880	PK4	05
○	Charlotte Avenue Elementary School	48 Charlotte Ave	Nashua	603-966-1940	PK4	05
○	Dr. Norman W. Crisp Elementary School	50 Arlington St	Nashua	603-966-2100	PK4	05
○	Fairgrounds Elementary School	37 Blanchard St	Nashua	603-966-2220	PK4	05
○	Ledge Street Elementary School	139 Ledge St	Nashua	603-966-2120	PK4	05
○	Main Dunstable Elementary School	20 Whitford Rd	Nashua	603-966-2320	PK4	05
○	Mount Pleasant Elementary School	10 Manchester St	Nashua	603-966-2400	PK4	05
○	New Searles Elementary School	39 Shady Ln	Nashua	603-966-3620	PK4	05
○	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.

← Previous   💾 Save & Close   Next →   ✖ Cancel

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.

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

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 *	
Last name *	
Gender	▾
Relationship *	▾

Contact Order/Priority

Contact priority in case of an **emergency**   1

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 *		Phone numbers will be formatted according to the pattern:
Phone 2		'918-123-4567'
Phone 3		

Contact Questions

Once the form has been completed, select "OK" at the bottom of the form

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? Yes ▾

Mailing Address

Mailing address same as the physical address? Yes ▾

☑ OK   ✖ Cancel

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

	First Name	Last Name	#	Relationship	Phone 1	Phone 2	Email
☐	New	Parent	1	Father	555-555-5555		newParent@email.com

➕ Add   🗑 Delete

Once you have completed entering the information or this page, select "Next" at the bottom of the page.

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
☐	New	Parent	1	Father	555-555-5555		newParent@email.com

➕ Add   🗑 Delete

Legal Information

No ⌄ 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	

No ⌄ 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

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

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

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

The following tab is the "Health" tab. This is where you will enter an y necessary health information for your student/child.

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

Primary Physician and Health Insurance

Physician	
Physician phone	

Medical Information

List any student medical conditions:

Medications and Allergies

What medications does the student take? **If none, enter "N/A".**

List student daily medications and/or procedures:

☐ Bee stings ☐ Food ☐ Latex ☐ Medication ☐ Requires Epi-pen

Provide any explanations for the selected allergies, or others not listed above.

Vision, Hearing and Speech

Does the student appear to have any vision, hearing or speech problems?

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

Vision, Hearing and Speech

Does the student appear to have any vision, hearing or speech problems?

Student wears glasses

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 "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.

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

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"

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.

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

A window will open which looks like this:

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"

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
☐	New Student Birth certificate		NewStudentBirthCertificate.pdf	💾

➕ Upload   🗑 Delete

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 passsport, 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
☐	New Student Birth certificate		NewStudentBirthCertificate.pdf	🖫

[➕ Upload] [🗑 Delete]

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 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.

[← Previous] [🖫 Save & Close] [Next →] [**🖫 Submit**] [✖ Cancel]

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		☑

[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:

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.