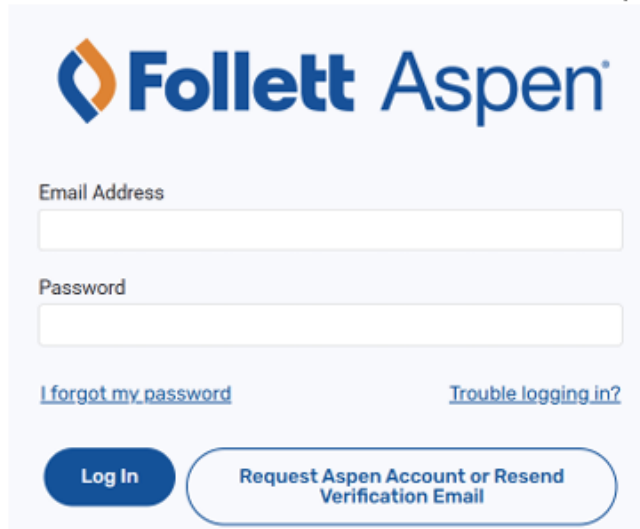




Submitting an Excuse Note in Aspen GO (Parent Portal)

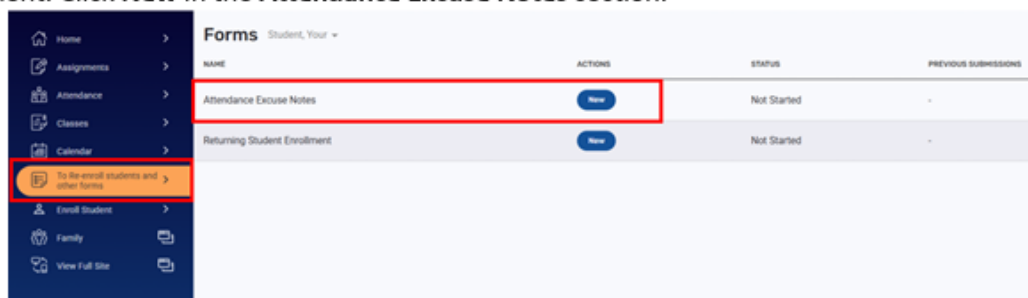
The DCPS excuse note platform is located in Aspen GO, a mobile-friendly version of Parent Portal. Aspen GO is the same platform used to submit online enrollment & re-enrollment forms. Instructions on how to access the platform and submit a note are below.

1. Verify you have access to Aspen GO using this link: <https://aspen.dcps.dc.gov/aspen-login/go>. If you have logged into Parent Portal before, use the same credentials (email and password) here.



The login page for Follett Aspen. It features the Follett Aspen logo at the top. Below the logo are two input fields: "Email Address" and "Password". Under the "Email Address" field is a link that says "I forgot my password". Under the "Password" field is a link that says "Trouble logging in?". At the bottom, there are two buttons: a blue "Log In" button and a white button with a blue border that says "Request Aspen Account or Resend Verification Email".

- a. If you log into Aspen GO account successfully, continue to Step 2.
 - b. If you have used Parent Portal or Aspen GO before but cannot log in, or you believe you have an account, click **I forgot my password**. Follow the steps.
 - c. If you have never accessed your Parent Portal account or cannot reset your password, please contact your school's Enrollment POC and ask them to confirm that your correct email address is entered in Aspen.
2. Once you have successfully logged in, select **To Re-Enroll Students & Other Forms** from the side tab. If you have more than one child in DCPS, confirm you are submitting for the correct student. Click **New** in the **Attendance Excuse Notes** section.



The Aspen GO dashboard after login. On the left is a dark blue sidebar with a menu. The menu items are: Home, Assignments, Attendance, Classes, Calendar, To Re-enroll students and other forms (highlighted with a red box), Enroll Student, Family, and View Full Site. The main content area is titled "Forms Student, Your" and contains a table. The table has four columns: NAME, ACTIONS, STATUS, and PREVIOUS SUBMISSIONS. There are two rows in the table. The first row is "Attendance Excuse Notes" with a blue "New" button in the ACTIONS column (highlighted with a red box), a "Not Started" status, and a "-" in the PREVIOUS SUBMISSIONS column. The second row is "Returning Student Enrollment" with a blue "New" button in the ACTIONS column, a "Not Started" status, and a "-" in the PREVIOUS SUBMISSIONS column.

NAME	ACTIONS	STATUS	PREVIOUS SUBMISSIONS
Attendance Excuse Notes	New	Not Started	-
Returning Student Enrollment	New	Not Started	-

3. This will take you to the attendance excuse notes form. Select a reason (only one reason per submission) and the dates (you can submit for up to 4 dates on one form).

Forms

[< Back](#)

Attendance Excuse Notes for Student, Your

DCPS Attendance Excuse Note Submission

Excuse notes for up to 4 days may be submitted below. Only one reason may be selected per submission, and you must submit within 5 days of your child returning from an absence. For additional information on legally excusable absences, please refer to the [DCPS Attendance Policy](#). If your absence reason isn't below, or if you have additional documentation to submit (ex. doctor's note), please contact your school's Attendance POC.

Reason (you may only choose one reason per submission):

(Required)

Select options



Date (choose up to 4 dates below):

Date 1

(Required)

mm/dd/yyyy



Date 2

mm/dd/yyyy



Date 3

mm/dd/yyyy



Date 4

mm/dd/yyyy



Additional information (provide details for your child's absences here):

4. Clicking **Submit** will submit the excuse note to your student's School Attendance POC. Clicking **Save & Close** will save this form for you to complete later.

Save & Close



Submit

5. If you choose **Save & Close**, you will see an option on the Forms screen to **Resume** or **Delete** that form.

NAME	ACTIONS	STATUS	PREVIOUS SUBMISSIONS
Attendance Excuse Notes	New Resume Delete	Not Submitted	View

6. Any submitted forms will be viewable under **Previous Submissions**

Please contact your school and ask to speak to your school's Attendance POC if you have any questions or run into any issues.