



## Accessing Your Semester 2 Schedule in the Aspen Portal

### What is Aspen?

Aspen is a secure, Web-based school information management system produced by Follett Corporation for school districts. The system manages all facets of student data – attendance, grades, and schedules.

### What information can I access with Aspen?

- Attendance, including attendance reports.
- Academics, including class grades and transcript information.
- Class schedule.

### How do I access the system?

You can log on to the Aspen Portal from any computer that connects to the Internet. This lets you access the system from anywhere – at home or at school.

1. Open your browser to connect to the Internet.
2. *Parents:* Go to [ParentPortal.dcps.dc.gov](http://ParentPortal.dcps.dc.gov). *Students:* Go to [aspen.dcps.dc.gov/aspen](http://aspen.dcps.dc.gov/aspen).
3. Use the Login ID and Temporary Password provided in the account confirmation email.

### How do I view my student schedule?

*Parents:* To view the student's schedule in the Family portal:

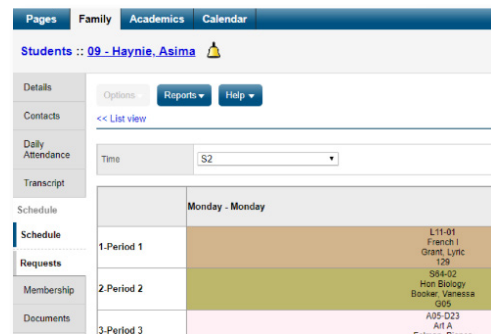
1. Click the Family tab.
2. Click the Schedule side-tab. View the student's schedule for the current school year.

*Students:* To view the student's schedule in the Student portal:

1. Click the My Info tab.
2. Click the Schedule side-tab.

For each class, you can see the following:

- Course number and description
- Term the student takes the class (such as S2, or Semester 2)
- Schedule (which days and periods the student takes the class)
- Teacher
- Room



### An Important Note Regarding Semester 2 Schedules for Secondary School Students:

In the Scheduling Matrix, the Period labeled VA serves as an identifier for Virtual Attendance and is displayed on all students' course schedules for SY 20-21 for the purpose of reporting Learning at Home engagements. The Period labeled PA serves as an identifier for scheduled In-Person Learning opportunities assigned to students. Students are scheduled to report in -person to their Home Schools on the day(s) represented on their course schedules. Because DCPS Schools have a variety of In-Person Learning opportunities that have been designed to support students, in order to confirm the time that a student is expected to report to School on the day(s) that his/her IPAT course is scheduled, students should reach out directly to their School Administrators or School Counselors for this information.

### Questions?

Visit [dcps.dc.gov/page/parent-portal](http://dcps.dc.gov/page/parent-portal) for videos and user guides or contact your school for support.