

Amherst Central School District

Anthony J. Panella
Superintendent

Lynn Shanahan, Ph.D.
Assistant Superintendent of Curriculum, Instruction and Technology

Dear Amherst Parents and Guardians,

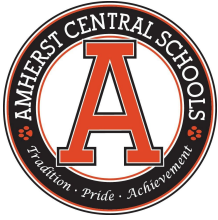
In preparation for another successful school year we have been diligently working on increasing our communication with the Amherst Community by expanding the use of the Aspen Student Information System and Aspen Parent Portal at the elementary level. There are four main areas that will expand during the 2018-19 school year:

- **Elementary Classroom Placements.** You will be able to access your child's placement information through the Parent Portal under the new "*Classroom Placement and /Transportation*" tab (see directions on reverse side of this page). A notification email will be sent when placements are ready to view. For this year only, students in grades 1-5 will receive both a printed letter and an email notifying them that their child's classroom placement information is available on the Aspen Parent Portal. Next year parents of students in grades 1-5 will be notified of the classroom placements through the Parent Portal, not through a printed letter. Kindergarten students will receive both a paper and electronic notification.
- **District Busing.** Drop off, pick-up times, and locations will be distributed through the Aspen Parent Portal and your personal email. If you have any questions regarding transportation services, please call 716-362-3035.
- **Distribution of Elementary Report Cards.** Report cards will be available through the Aspen Parent Portal and students will still bring home a paper copy.
- **Emergency/Important Notifications through Text Messaging.** If you are interested in receiving emergency/important notifications (i.e., emergency closings) via text message, be sure to include a mobile phone number on your Student Contact Data form in September. You can also choose to opt out of this communication.

The instructions for accessing the Aspen Family Portal are on the back of this page

Sincerely,

Lynn Shanahan, Ph.D.
Assistant Superintendent of Curriculum, Instruction and Technology



Amherst Central School District

Anthony J. Panella
Superintendent

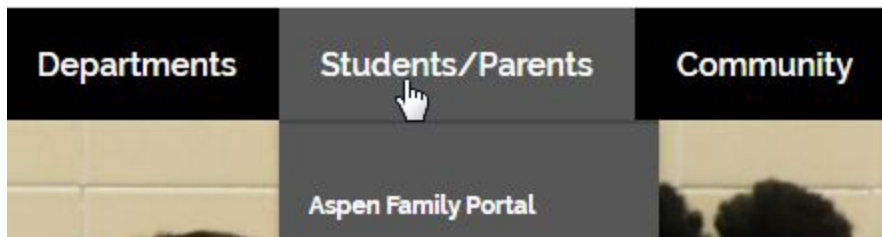
Lynn Shanahan, Ph.D.
Assistant Superintendent of Curriculum, Instruction and Technology

Aspen Portal Access Instructions

- To access the Aspen Parent Portal, visit our district website at www.amherstschools.org
- On the home page, you will find the Aspen Parent Portal icon (pictured to the right). Click on the icon to access the portal. Enter your login ID and password.



- For assistance and helpful information, click on the Students/Parents link on the home page. Then select the Aspen Family Portal option



- Parents who do not have an Aspen Parent Portal account or have forgotten your login ID and/or password, contact your child's school. The school will provide you with your login ID and password. Contact Smallwood - 362-2191; Windermere - 362-4193; District Office Support - Lisa Sommer, 362-3046.
- To view your child's classroom placement and transportation information when you are logged into the Aspen Family Portal, select your child, then select Details from the menu on the left side. Select the Classroom Placement/Transportation tab to view your child's information.

