Emergency Contact Procedure

The changes will be reviewed by administration. The changes **will not go into effect immediately**.

When you log into Aspen, the screen will look similar to this:

In the section labeled **Tasks**, click the **Initiate** button.
This box will appear with the current date listed:

Click on the magnifying glass 🔍. Select a child and click OK.

Click the Next button in the bottom left-hand corner.
The first tab, **Emergency Contacts**, will be selected. These are contacts that **ARE NOT** the parents of your child. Fill out all the information that applies.
Next, click on the **Parent/Guardians** tab.

Select the parent/guardian to edit by clicking the **blue-lettered name**.

You can update the information listed below:

*(Please note that address changes must be made in person)*

When updating is complete, click **OK** in the bottom left-hand corner.
You can switch between both tabs to update information. When you have finished, click the **Next** button in the bottom left-hand corner.

Click **Finish** to submit changes. The changes will be reviewed by administration. The changes **will not go into effect immediately.**
When changes are posted, you can find the emergency contact information on the details screen of your child in Aspen:

If you need assistance, please contact your child’s school. Thank you!