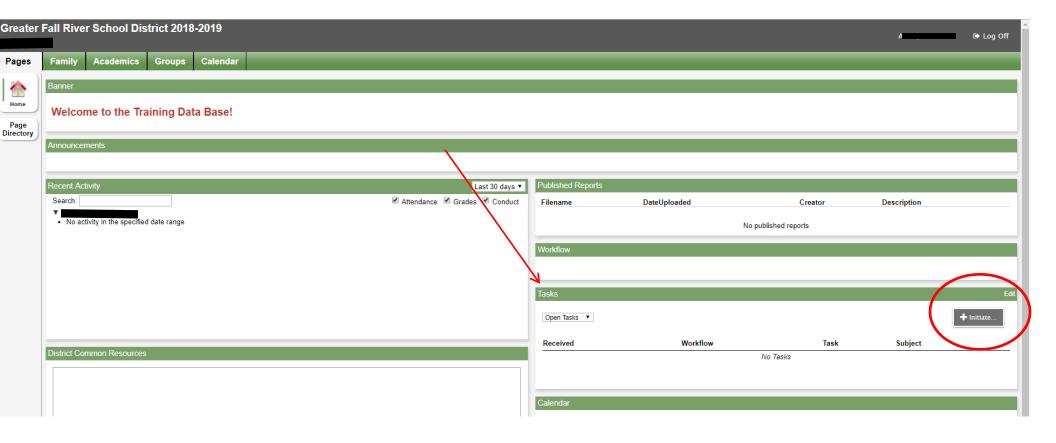
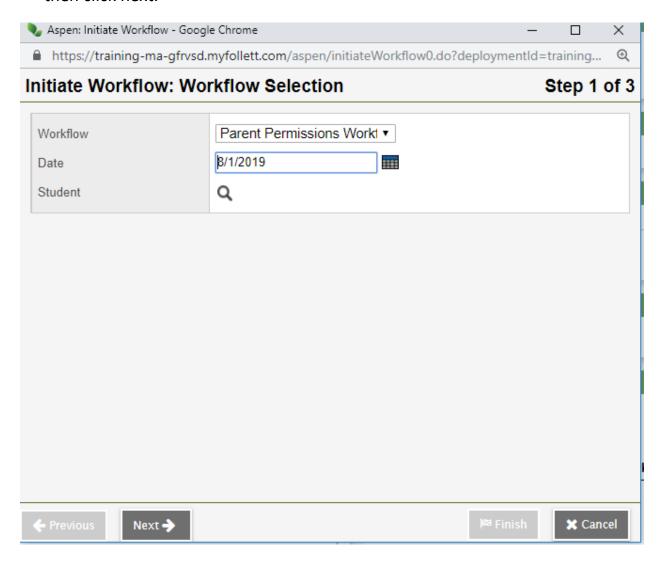
Instructions for completing online sign off forms: (please email aspen@dimanregional.org for assistance)

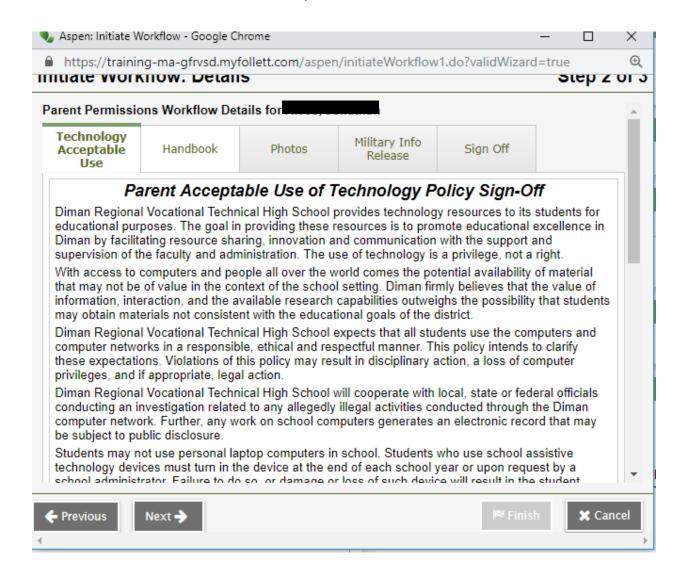
- 1. Login to your Aspen Parent Account
- 2. Find the widget that says tasks and click the gray initiate button.



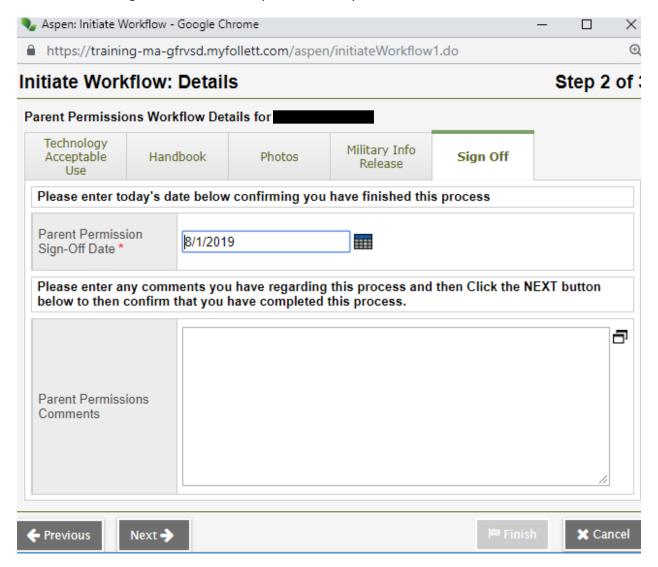
3. This pop up will appear. Click the magnifying glass next to Student to select your son/daughter, click ok then click next.



4. A new pop up will appear that has the information to be completed. Please click on each tab, read the information and check the necessary boxes.



5. Click the Sign Off Tab, enter today's date and any comments. Click next.



6. On the next page click Finish and you are done!