



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 form 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.

A screenshot of the Aspen GO 'Forms' section. On the left is a dark blue sidebar with a list of navigation items: Home, Assignments, Attendance, Classes, Calendar, To Re-enroll students and other forms (highlighted with an orange box), Enroll Student, Family, and View Full Site. The main content area is titled 'Forms Student, Your >'. It contains a table with the following columns: NAME, ACTIONS, STATUS, and PREVIOUS SUBMISSIONS. The table has two rows: 'Attendance Excuse Notes' and 'Returning Student Enrollment'. The 'Attendance Excuse Notes' row has a blue 'New' button highlighted with a red box, and its status is 'Not Started'. The 'Returning Student Enrollment' row has a blue 'New' button and its status is '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).



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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	NewResumeDelete	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.