

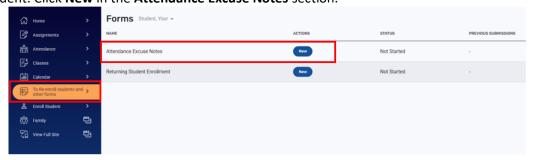
Submitting an Excuse Note in Aspen GO (Parent Portal)

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.

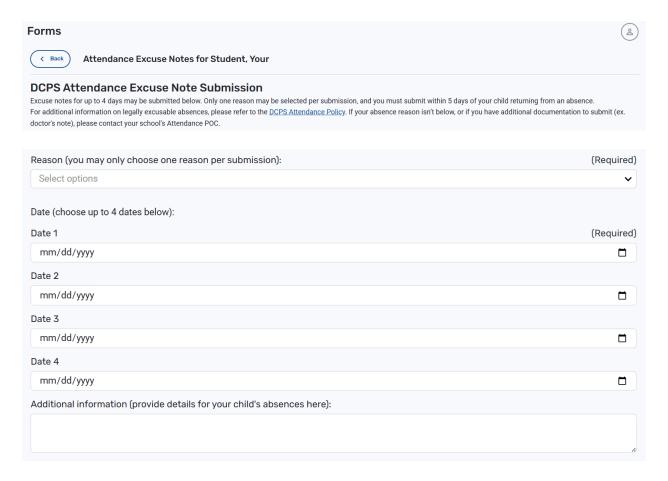
1. Verify you have access to Aspen GO using this link: https://aspen.dcps.dc.gov/aspen-login/go. If you have logged into Parent Portal before, use the same credentials (email and password) here.



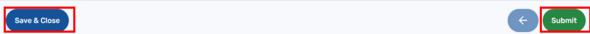
- a. If you log into Aspen GO account successfully, continue to Step 2.
- b. If you have used Parent Portal or Aspen GO before but cannot log in, or you believe you have an account, click **I forgot my password**. Follow the steps.
- c. If you have never accessed your Parent Portal account or cannot 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.



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).



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.



5. If you choose **Save & Close**, you will see an option on the Forms screen to **Resume** or **Delete** that form.



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.