

Printing Attendance Reports in the Aspen Parent Portal



How do I print my child's attendance report?

1. Log in to Aspen at <https://ma-concord.myfollett.com/aspen/logon.do>. If you are having trouble logging in, please contact ParentPortal@colonial.net.

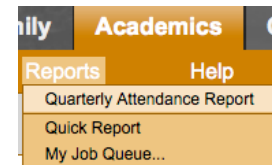
2. Click on the **Academics** tab.



3. Note that if you have more than one child at the high school, you will see the **Student** drop-down menu in the middle of the top of the page. If you only have one child at the high school, there won't be a Student drop-down menu.

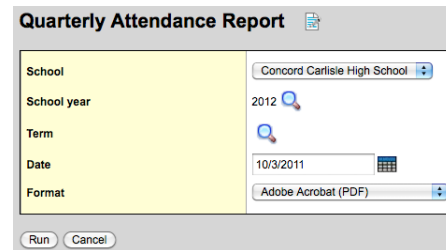
4. If you do have a student drop-down menu, select the student from whom you wish to print a report card.


5. Select the **Academics** tab, and then click on **Reports**. See the screen shot shown at right.



6. Click on **Quarterly Attendance Report**.

7. You will see the screen shown at right.

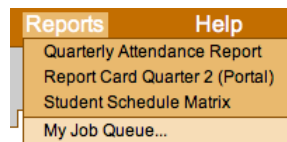


8. Click on the  next to **Term**, select the appropriate term, and click **OK**. Then click **Run** on the screen shown at right.

9. The attendance report is a pdf file, so it will open in whatever application that pdf files normally open with on your computer.

If the attendance report does not appear on the screen after following the steps shown above, try the following procedure:

1. Click on **Reports – My Job Queue ...**



2. You should see the screen shown at right. Click on the Finished (click to view) link and the report card should appear on the screen.

