



WELCOME TO THE FOSTER GLOCESTER REGIONAL SCHOOL DISTRICT

Directions for Registration for Grades 6-12

STUDENT REGISTRATION

91 Anan Wade Road Glocester, RI 02857

Phone: (401-710-7568) Email: (dcabral@fgschools.com)

- Parent/guardian to register the student with our online database (ASPEN)
 - **Please note: cell phones and tablets can't be used at this time**
- Parent/Guardian set-up an appointment with the registrar
 - call 401-710-7568 for an appointment
- Please see the REQUIRED DOCUMENTS list provided below. **Registrations are not complete until all documents are received.**

Required Documents for Registration

[Click here](#) to instructions to scan documents for iPhone
[Click here](#) for instructions to scan documents for android

- An original or certified copy of student's birth certificate.
- Parent/Guardian Driver's License
- Registration Documents
 - Please click [here \(Middle School\)](#) or [here \(High School\)](#)
- Current Immunization Records (**upload as a separate document**)
- Prior School Records (if applicable)
 - Transcripts/most recent report card (if applicable)
 - Assessments (if applicable)
 - Copy of student's Individualized Education Program (if applicable and **upload as a separate document**)
 - Copy of student's 504 Plan (if applicable and **upload as a separate document**)
- **All documents can be uploaded together unless otherwise specified**
- Proof of Residency - The Foster – Glocester Regional School District requires two (2) documents verifying Foster/Glocester residence for the student(s) being enrolled. You must provide one (1) document from category A and one (1) documents from category B.

Please feel free to black out any sensitive financial/personal information included on your documents.

TO PROVE RESIDENCY in the Town(s) of Glocester/Foster, the following must be provided at the time of student registration or any subsequent change of address:

Category A –Choose 1	Category B – Choose 1
<ul style="list-style-type: none"> ➤ Current Mortgage Statement or Copy of Mortgage Deed ➤ Current Lease/Rental Agreement ➤ Legal Affidavit from Landlord Affirming Tenancy ➤ Property Tax Bill (past year) ➤ Section 8 Agreement ➤ Purchase and Sales Agreement 	<p style="text-align: center;">REQUIRED</p> <ul style="list-style-type: none"> ➤ Utility Bill Statement – Gas, Oil, Electric, Water, Cable (LAST 30 DAYS) <p style="text-align: center;">MAY BE CONSIDERED</p> <ul style="list-style-type: none"> ➤ Student Loan Statement (LAST 30 DAYS) ➤ Credit Card Statement (LAST 30 Days) ➤ Insurance Bill/Policy (LAST 30 DAYS) ➤ Current Vehicle Registration ➤ Payroll Stub (LAST 30 DAYS) ➤ Bank Statement (LAST 30 DAYS) ➤ W-2/Tax Return (PAST YEAR) ➤ Vehicle Tax Bill (PAST YEAR) ➤ Proof of Snap/SSI (LAST 30 DAYS)

- **If you already have an Aspen account with the Foster – Gloucester Regional School District** - sign in using your **current user id and password**.
 - If you cannot remember your login information and need assistance, please call the registrar
- **If you are new to the Foster Gloucester Regional School District** - follow the steps below to request an account
 - **Click Here** to begin your account request- this link will bring you to the **Aspen** page
 - On the **Aspen** page click on **“Request an Account”**.

Foster-Glocester Public Schools

Login ID

Request an account

Password

Trouble logging in? I forgot my password

- **Select an Account Type (please be sure to read both options before selecting an option)**

Account Type

Please choose one of the available account types below.

I am a parent/guardian registering my child online
Choose this option if you have never created an Aspen SIS account

I am a parent new to Aspen
Choose this option if you already have students enrolled in the system, but do not yet have an Aspen account.

[Click here](#) to have the account validation email resent

Next Step → Close

- **Fill in the information as requested by the system and create your account**
 - Once your account request has been verified (via email), login to Aspen using your **email address and the password you created**

Once you are logged in to Aspen, scroll down to:

- **NEW STUDENT REGISTRATION** - Click +Initiate to begin a new New Student Registration for Foster Gloucester Regional School District
- **Click on +Initiate**

CLICK HERE WHEN YOU ARE READY TO BEGIN