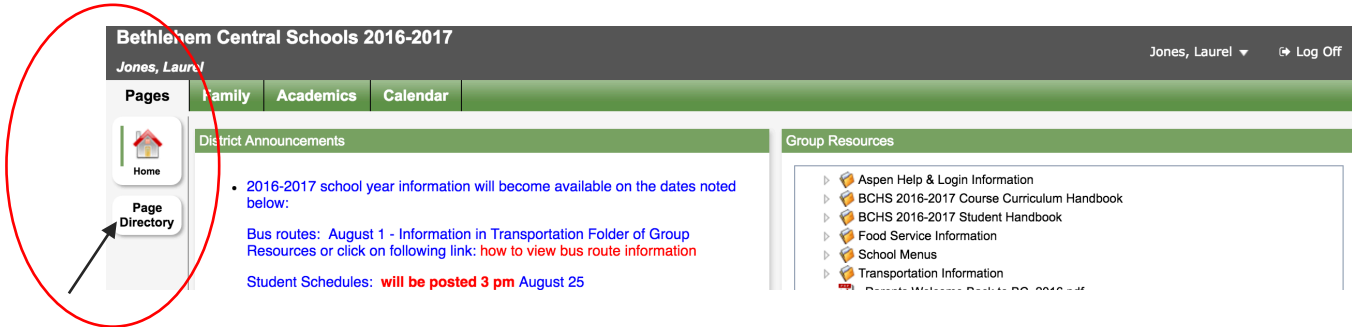


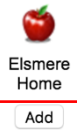
## Locating Teacher Welcome Letters on ASPEN

Log into ASPEN.

On the left hand menu select *Page Directory*.



“Add” the school that your child attends:



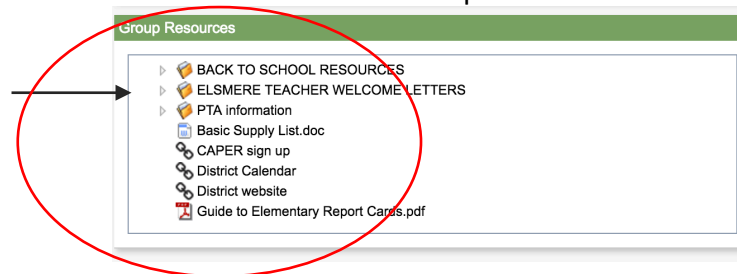
You will now have a **new** “Academic” tab on the left hand menu:



Select the *Academic* tab and you will be brought to the school homepage.

Here you will find a welcome letter from the principal and other valuable school information.

Teacher welcome letters can be found under Group Resources:



Be sure to read your child’s welcome letter as it contains valuable information about the school year!