

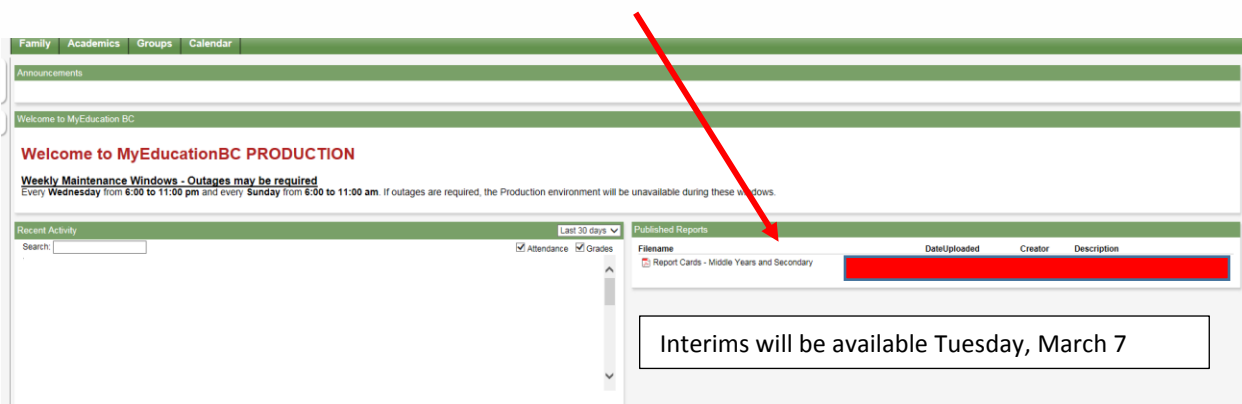
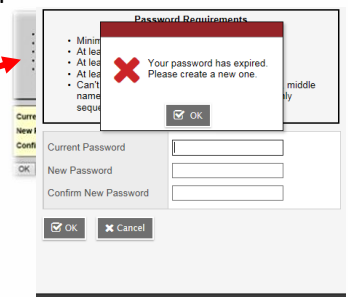
Interims will be posted on Tuesday March 7

Dear Parent/Guardian:

Most of you are familiar with our online reporting process where you can view or print report cards using a student number and password. Currently we are using a shared web portal for parents and students but moving forward, we are introducing a **separate portal for parents with a unique password** that you will manage while the students will have their own password for their portal. On **Monday, March 6th**, we will re-set the passwords on the student portal and the parent portal will become activated for your use. Please review the process for setting up the parent portal below:

Instruction to setup your parent portal:

1. Go to www.myeducation.gov.bc.ca/aspen
2. Login: `33parentfirstname_parentlastname` ex: `33john_smith`
3. Password: `Sept$2016` (**You will be prompted to change your password**)
4. Change your password using the “password requirements” listed on the screen.
5. You may need to login on a lap top or desktop the first time prior to using a mobile device.
6. Find the **Published Reports Box** (bottom right). Your student’s report card is available in pdf format - double click on it to view the **“REPORT CARD”**.



Thanks for supporting this new initiative! We hope that it will provide you with easier and faster access to your student’s report card.

Sincerely,



David Manuel
Principal