

# Completing the COVID Update – Student Check Attestation Form

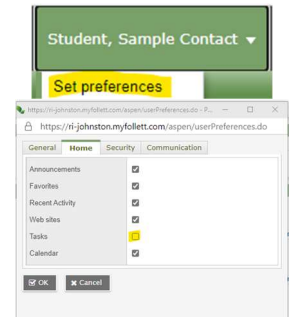
## Two Steps to completing the COVID Attestation Form

1. Add the Aspen Tasks Pane to access Initial button (**DONE ONCE AT THE FIRST LOG IN**)
2. Initiate COVID UPDATE – STUDENT CHECK. Completed on any days your child will be attending school.

### 1. Adding the Tasks pane is only done once. It will remain visible until you choose to turn it off.

Log into Aspen, click on your name in the upper right hand corner and click on **Set Preferences**

Click on the **Home** tab (second from the left) and click Tasks to select it.



Click OK and the Tasks widget will be added to your Home page in Aspen.

### 2. The Attestation form is a quick and easy way to notify the school of any changes in your child's health.

To complete the daily COVID check log into the Parent portal & click the **Initiate** button in your \*Tasks pane.

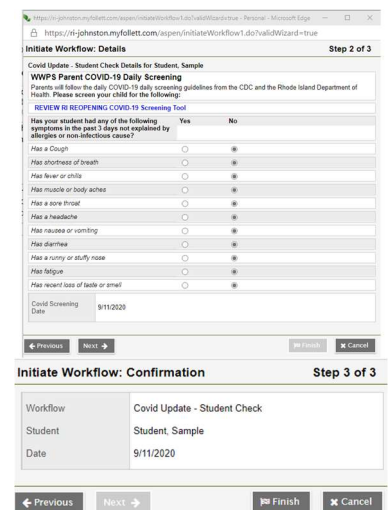
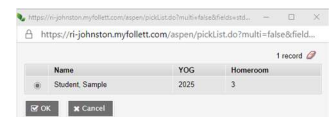
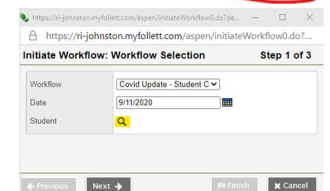


The Step 1 window will open with the COVID Update –Student Check workflow selected.

The date will default to the current day and you can click on the magnifying glass to select your student.

If you have more than one child, select the name of the child you are completing the Attestation form for and click **OK**. You will be returned to the Step 1 window where you click **Next**.

Step 2 requires that you select any symptoms that your child is experiencing. All of the options are defaulted to **NO** so you will only need to make a selection from the list **if** your child has one of the listed symptoms.



Click finish to complete Step 3 and your answers are recorded in the Aspen program.