



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: (kfraatz@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 – Gloucester 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

- **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

Category B – Choose 1

REQUIRED

- Utility Bill Statement – Gas, Oil, Electric, Water, Cable (LAST 30 DAYS)

MAY BE CONSIDERED

- 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**”.

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

- **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