

On-line Registration Instructions

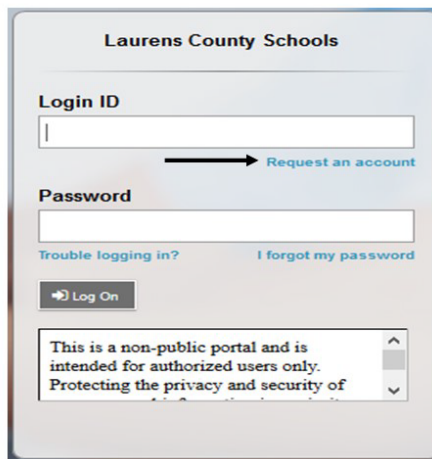
**** Registration must be done on a computer or laptop. ****

If you do not have access to a computer or laptop, please come to the Centralized Registration office for assistance.

Parents that currently have or previously had a student enrolled in our district:

Send an email to aspensupport@lcboe.net if you do not know your username and password. Do not create a new account, you will get an error message if you try to create a new account.

Parents new to our district & have never had a student enrolled: Go to lcboe.net and click on the Aspen link on the left side of the home page and request an account. Once you have completed the account set up steps you must verify your account. An email will be sent to the email you provided when you requested the account. Your username is your email address, your password will be the one you created.



Once you have a username and password, go to the Aspen login page and log in to your parent account. Click the 'Start New Student Registration' button and complete each tab of the new student registration. You will receive an email when you submit your child's registration. You will also receive an email when your child's registration is complete and has been accepted by the registration office.

