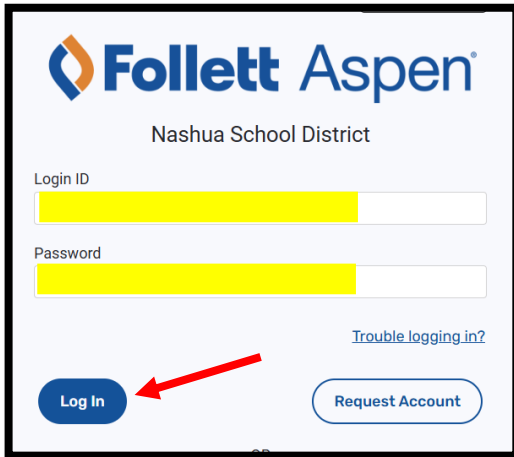


How to Complete the Biannual Information Update Form

1. Log on to the Nashua Parent Portal <https://nh-nashua.myfollett.com/aspden-login/?deploymentId=nh-nashua>
(If you do not remember your credentials, please contact your student's school)



Follett Aspen[®]
Nashua School District

Login ID
[Yellow highlighted field]

Password
[Yellow highlighted field]

[Trouble logging in?](#)

Log In **Request Account**

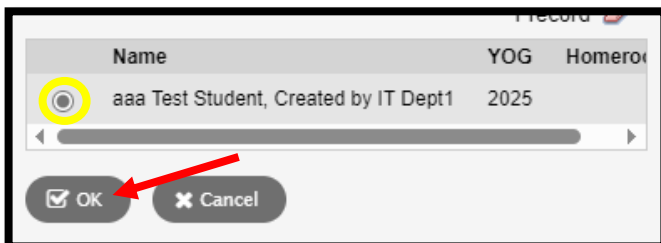
2. Click the Initiate button under Start a Yearly Information Update



Start a Biannual Information Update Form

+ Initiate...

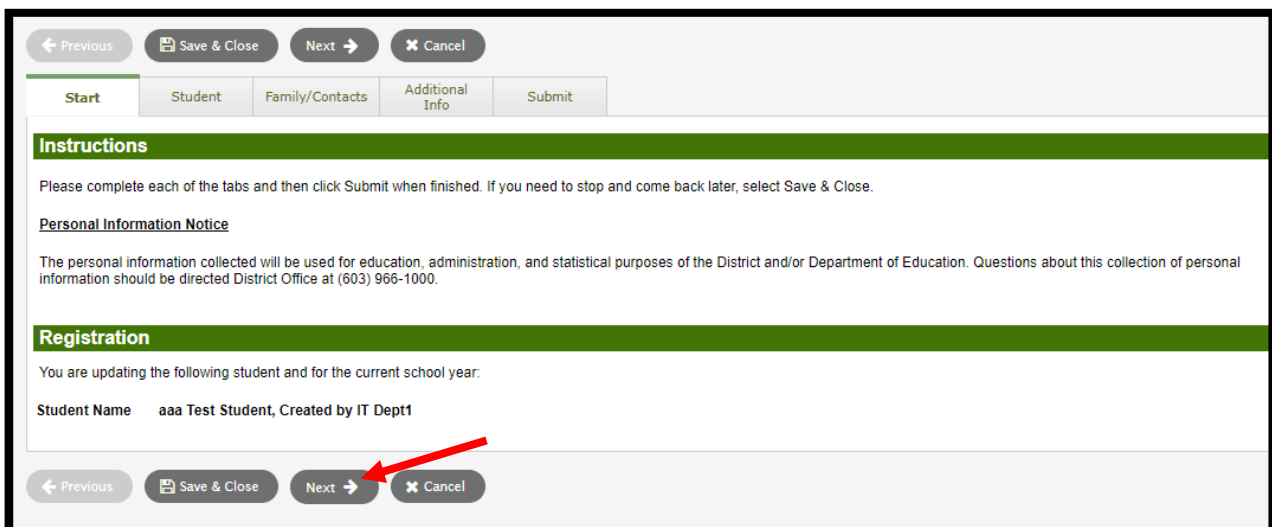
- 3.
4. Choose the name of the student you are updating information for by clicking in the circle next to their name (you may have several), then click OK. (If you do not see a student that you should see, please contact your student's school)



Name	YOG	Home
<input checked="" type="radio"/> aaa Test Student, Created by IT Dept1	2025	

OK **Cancel**

5. Instructions are at the top of the first page, once reviewed, click Next.



Start Student Family/Contacts Additional Info Submit

Instructions

Please complete each of the tabs and then click Submit when finished. If you need to stop and come back later, select Save & Close.

Personal Information Notice

The personal information collected will be used for education, administration, and statistical purposes of the District and/or Department of Education. Questions about this collection of personal information should be directed District Office at (603) 966-1000.

Registration

You are updating the following student and for the current school year:

Student Name **aaa Test Student, Created by IT Dept1**

Next **Cancel**

6. Check the information listed on each tab for accuracy. Please note any information needing an update in the information box next to the data listed for your student. Click the Next button at the bottom of the page to proceed.

← Previous Save & Close Next → × Cancel

Start Student Family/Contacts Additional Info Submit

Student Information

Student Name aaa Test Student, Created by IT Dept1
Date of Birth 1/1/2007 Age 17
Grade Level 12
Local ID 994821162
Email Support@follettlearning.com

Student Information Notes (Please use this field to indicate any changes to student information)

Address Information

Enter any changes to the Physical or Mailing Addresses in the Notes field below.

Physical Address Mailing Address

View View

Address Notes (Proof of residency must be provided to the school before any changes can occur.)

7. Please select “Yes” in the dropdown if all of the information is correct and no changes need to be made. Please select “No” in the dropdown if there is information that needs to be updated. Click the Submit button when the review of data is completed. You may choose Save & Close at any point to save information and continue at another time.

Start Student Family/Contacts Additional Info Submit

Done!

Congratulations! You have reached the end of the Student Update Information form.

Click each tab and review the information. When all information is accurate and complete, click Submit.

Is all student information correct? Select 'Yes' if all information is correct and no changes are needed. Select 'No' if some information is correct but needs updating.

← Previous Save & Close Next → Submit × Cancel

Yes
No