

ASPEN - QUICK TIPS

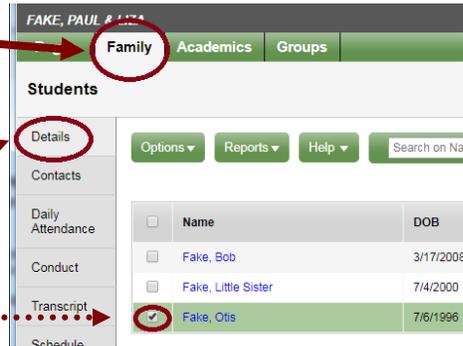
PROOF OF ENROLLMENT LETTER

For use when obtaining or renewing your REAL ID driver's license, learner's permit, or ID card. Satisfies requirement for one of your two Massachusetts residency documents. For full details about what you need please follow this [LINK](#).

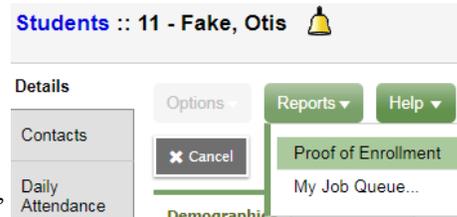
This letter can be accessed in the Parent Portal for the student or the student can access it themselves in the Student Portal.

Parent Portal

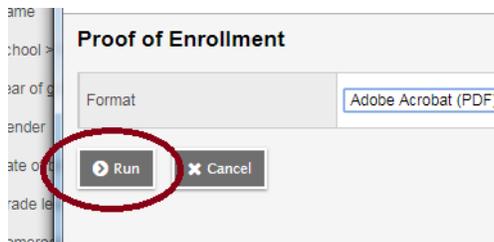
1. Click on the Family Top Tab
2. Check off the student for whom you are printing the letter.
3. Click on Details Side Tab.



4. Click on Reports then click on "Poof of Enrollment Letter"



5. Then click Run

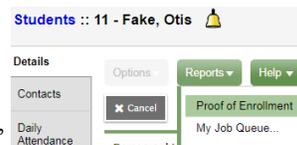


Student Portal

1. Click on My Info Top Tab



2. Click on Reports then click on "Poof of Enrollment Letter"



3. Then click Run

