



JEFFERSON MIDDLE SCHOOL
ASPEN PARENT COMMUNICATION WITH TEACHERS

- Log-in to your child's account
- Click **ACADEMICS** tab (top)
- Click **OPTIONS** (top-drop down menu)
- Click **SEND EMAIL**

- This will send a mass email to all teachers.
- Can be used for: missed assignments, check-up on student progress, questions, assignments, if a student is going to be absent for an extended period of time.