

How to View [CPSD Media Release Status in Aspen](#)

- STEP 1:** Login to Aspen at aspen.cpsd.us
- STEP 2:** From the School view > Click on the Student Top Tab
- STEP 3:** Locate the student and click on their Student ID
- STEP 4:** On the right-hand side, select Forms from Drop-down menu as shown in Image #1.
- STEP 5:** Last item on page is Media Release as shown in Image #2. It will say signed if they turned in a signed media release form and which option was selected.

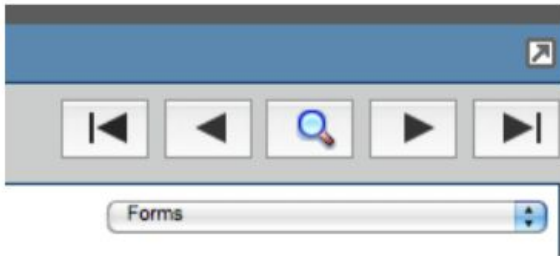


Image #1:
Display of the Forms' drop-down menu on the right side of the screen.

Cluster Code	<input type="text"/>
F-Family Military Status DOE29	No <input type="text"/>
F-Acceptable Use Policy	Signed <input type="text"/>
F-Anti-Hazing Policy	Signed <input type="text"/>
F-Student and Parent Agreement	Signed <input type="text"/>
F-Attendance Policy	Signed <input type="text"/>
F-Weapons Policy	Signed <input type="text"/>
F-City OST Provider Release	Sgnd-OKRel <input type="text"/>
F-Family Contact Book	Sgnd-OKRel <input type="text"/>
F-Media Release A	Sgnd-OKRel <input type="text"/>
F-Media Release B	<input type="text"/>
F-Student Directory	NtSgnOKRel <input type="text"/>
F-Military Release	NtSgnOKRel <input type="text"/>
F-Employers Release	NtSgnOKRel <input type="text"/>
F-Educational Agencies Release	NtSgnOKRel <input type="text"/>

Save Cancel

Image #2: Option to view Media Release status of a student.

Option A: General Media Release.

Option B: Media Release for Educational Purposes Only.