



Framingham Public Schools Transportation Request Instructions

Framingham Public Schools will be using our Student Information System (Aspen X2) for Bus Transportation Requests for the upcoming year. To request Transportation for your students, please log in to their Aspen X2 Account and follow the steps below.

Log into Aspen X2

1

Complete a Transportation Request form

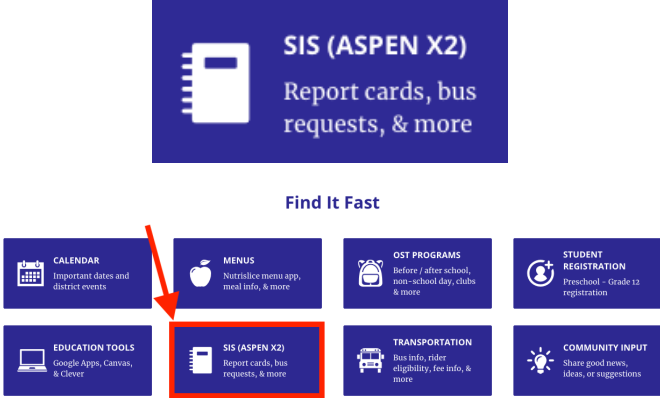
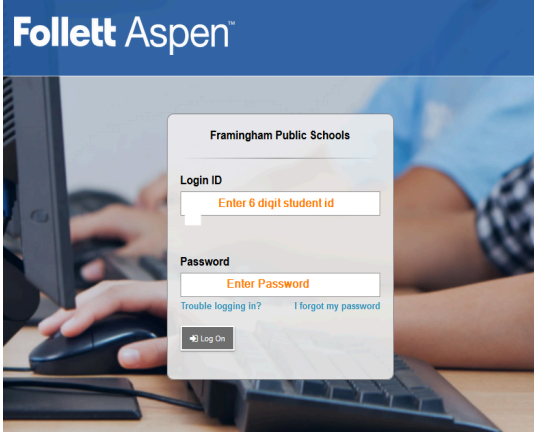
2

Change or Initiate a Transportation Request

4

Please note: If you are requesting transportation for more than 1 student, you will log into each student's account with their individual Student ID number.

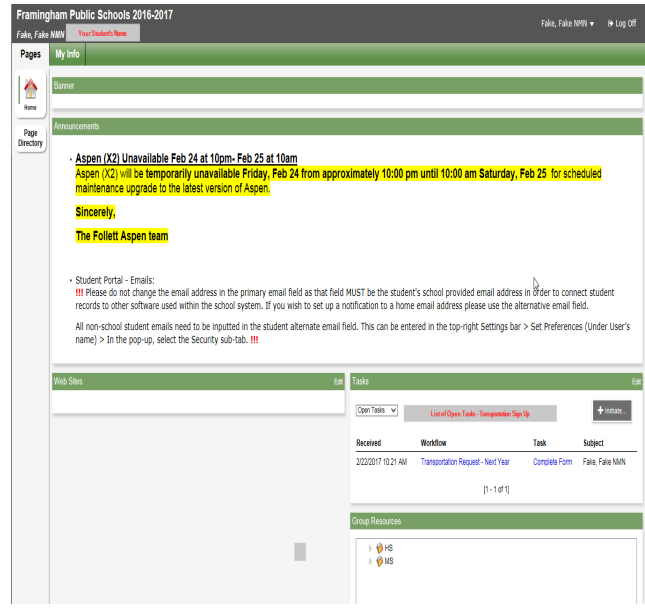
Log into Aspen X2

<p>1</p>	<p>Log in to Aspen X2 Portal using this link https://ma-framingham.myfollett.com</p> <p>or through the District Website (see image) www.framingham.k12.ma.us and click on the X2 SIS Icon</p> <p>What is Aspen? <i>Aspen is a secure, web-based student and staff management system.</i></p>	
<p>2</p>	<p>The Login ID is a student's six-digit student ID (LASID) and their preset password.</p> <p>How do I find my student's 6-digit LASID ID? <i>Your student's ID can be found on a report card or contact your school's main office.</i></p> <p>What is my student's password? <i>Grades K - 5 - if this is the first time you are logging in, your default password is the students birthday in the format YYYYMMDD. If you have logged in prior, then use your existing password.</i></p> <p><i>Grade 6-12 - If your student is in Grade 6 - 12, use their existing password if they have previously logged into the application. If this is the first time you are logging in, use the student birthday as YYYYMMDD</i></p>	



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3 Once you have successfully logged in, you will see the home page. From this page you can access transportation documents and schedules.



Contact the Aspen X2 Helpdesk if you have any questions or issues resetting your password
 Email: helpdesk@framingham.k12.ma.us or complete the [Aspen Password Reset Request](#)

Complete a Transportation Request form

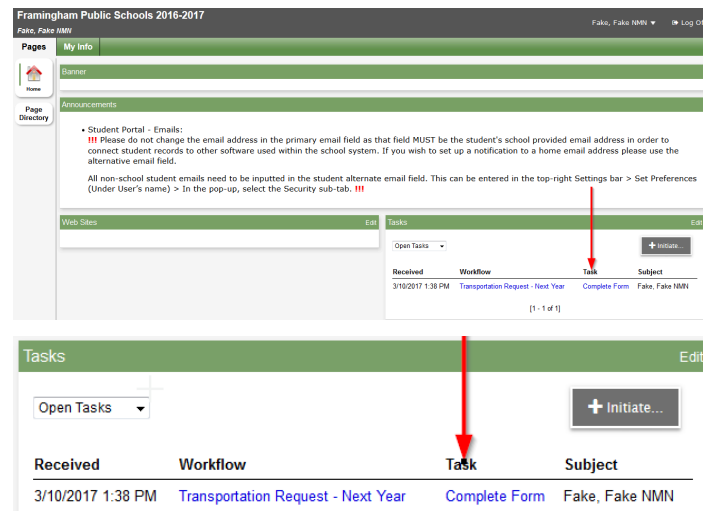
1 Log in to Aspen X2 Portal using this link <https://ma-framingham.myfollett.com> or through the District Website www.framingham.k12.ma.us and click on the X2 SIS Icon



2 On the Pages tab, in the Tasks section, you will see "Transportation Request - Next Year", **click "Complete Form"**

What if I don't see a "Task"?
 If you don't see a task, click the "Initiate Button" and follow the instructions at the end of this document:

[Change or Initiate a Transportation Request](#)





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<p>3</p>	<p>To begin your Transportation Request, click "Next"</p>	
<p>4</p>	<p>You have the option of viewing the form in Spanish or Portuguese. Click on the Language Tab.</p>	
<p>5</p>	<p>Review the Address and Email attached to your student's account. If this information is incorrect, please contact your school to update it, do not continue with the Transportation Request until you see the correct address and email displayed.</p> <p>Address: This is the residential address that will be used in assigning your student a bus.</p> <p>Email: This is the address that you will receive confirmation of your Transportation Request, and also bus information when it is assigned.</p>	
<p>6</p>	<p>If the information is accurate, answer the questions in the next section. Please note: You will need to use the scroll bar to answer all of the required questions.</p> <p>Indicate if you would like Morning and/or Afternoon Transportation.</p>	



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<p>7</p>	<p>If your Student is in Grade K through 5, your student may be picked up or dropped off at an alternative location, if approved by the Transportation Office. Please indicate if your student will need an alternate morning or afternoon stop.</p> <p>When you are done, click the finish button.</p>	
<p>8</p>	<p>After you click the finish button, you will receive a confirmation email at the address displayed on this screen. The email will be from aspensysadmin@myfollett.com</p> <p>The FPS Transportation Department will notify you of your bus assignment in late August.</p>	
<p>Contact the Transportation Department if you have any questions or issues completing the Transportation Request Form Call (508) 626-9179 10am - 2pm Monday through Friday</p>		

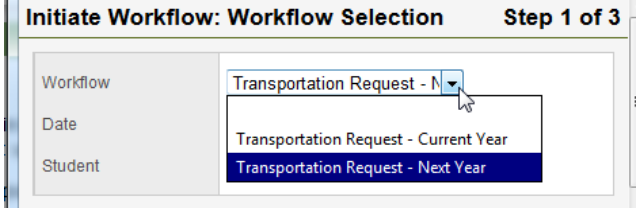
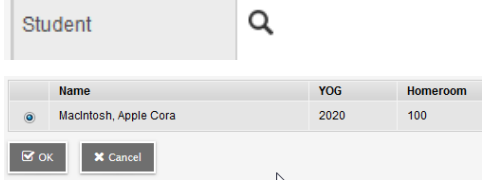
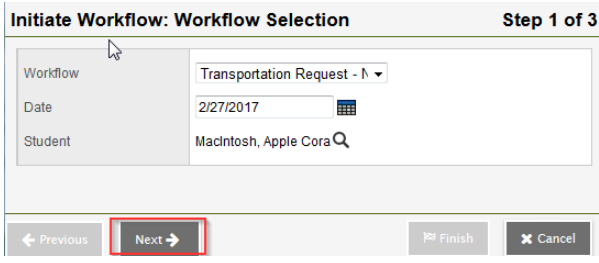
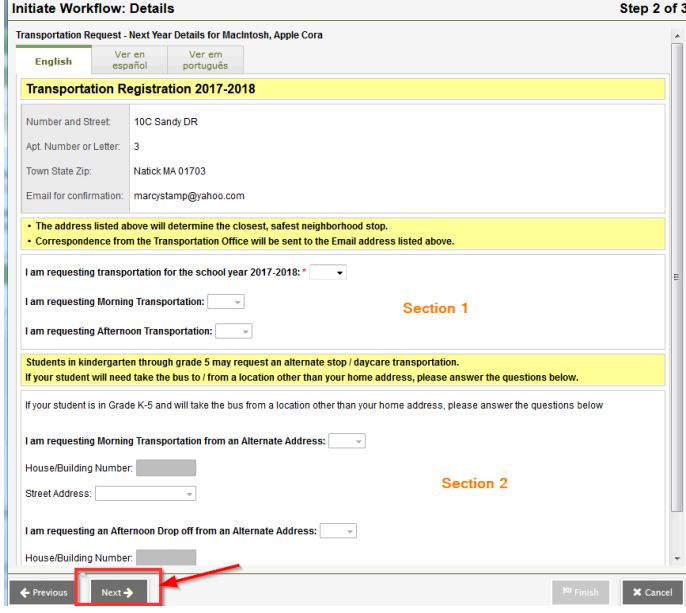
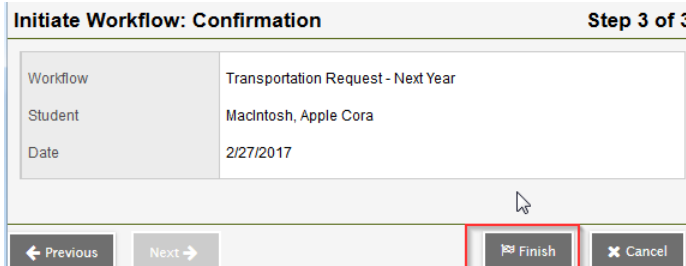
Change or Initiate a Transportation Request

If you have to make a change to your original Transportation Request, log back into Aspen X2 and **Initiate a NEW Transportation Workflow** following the steps below.

<p>1</p>	<p>Log in to Aspen X2 Student Portal using this link https://ma-framingham.myfollett.com or through the District Website www.framingham.k12.ma.us and click on the X2 SIS Icon</p>	
<p>2</p>	<p>On the Pages tab, in the Tasks section, click the Initiate Button and choose Transportation Request - Next Year.</p>	



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3	If you are requesting transportation for the next school year (2022-2023), choose Transportation Request - Next Year. If you are requesting a change in this years transportation, choose 'Transportation Request - Current Year'	
4	Click the Magnifying Glass and click the button next to your student's name. Then click the OK button.	
5	Click the Next button to continue.	
6	Answer all questions in Section 1, and if applicable, those in Section 2. Click Next.	
7	Click the Finish Button. You will receive an email at the address displayed on the prior screen. The email will be from aspen-sysadmin@myfollett.com	

**Contact the Transportation Department if you have any questions or issues completing the Transportation Request Form
Call (508) 626-9179 10am - 2pm Monday through Friday**