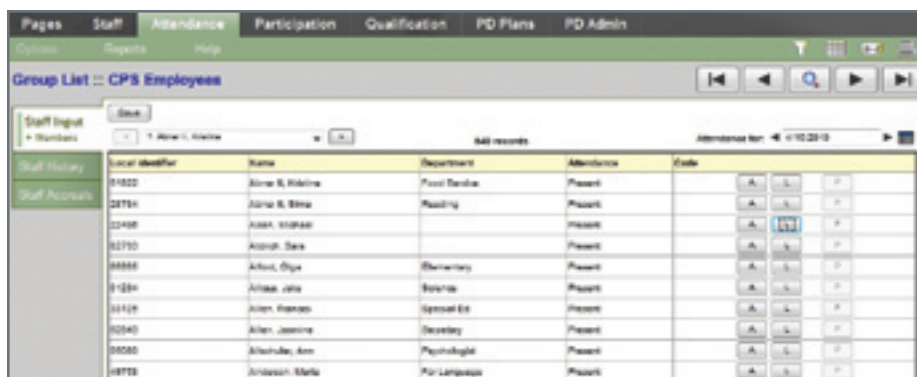


TRACK AND SUPPORT THE PROFESSIONAL PROGRESS OF TEACHERS AND STAFF

Aspen

Personnel and Professional Development



The screenshot displays the Aspen software interface for personnel management. At the top, there are navigation tabs for Pages, Staff, Attendance, Participation, Qualification, PD Plans, and PD Admin. Below these, there are options for Reports and Help. The main area shows a 'Group List' for 'CPS Employees'. A search bar is present with the text '1. Allen, Jane'. Below the search bar, there are sections for 'Staff Input' and 'Staff Accounts'. The central part of the interface is a table with columns for Social Identifier, Name, Department, Attendance, and Code. The table lists several staff members with their respective details.

Social Identifier	Name	Department	Attendance	Code
01800	Allen, Jane	First Grade	Present	
02754	Allen, Jane	Reading	Present	
02466	Allen, Jane		Present	
02750	Allen, Jane		Present	
08888	Allen, Jane	Elementary	Present	
01801	Allen, Jane	Science	Present	
01128	Allen, Jane	Special Ed	Present	
02040	Allen, Jane	Secretary	Present	
00000	Allen, Jane	Psychologist	Present	
08753	Allen, Jane	Paraprofessional	Present	

Your personnel are your most valuable assets. Give them every opportunity to succeed for the long term.

Fully Leverage Your Personnel Data

Aspen's Personnel view helps you understand precisely how your personnel are performing, what they are doing and how to benchmark their achievement against school- and/or district-wide goals.

- Use Aspen's Personnel view to track schedules, attendance and leaves-of-absence
- Access active or inactive staff records at any time, from anywhere
- Ensure that errors are quickly caught and corrected by giving staff members read-only access to their own demographic data
- Append performance reviews, qualifications and certifications to staff records

Support your strategy for administrative excellence and student success with the Aspen Student Information System, a state-of-the-art data platform from Follett Software. Aspen houses all of your data, so you can easily find it, report on it, analyze it and use it to the fullest extent. A single, web-based system means one system to learn and one system to maintain—and one place to go to find the resources you need. Because Aspen is completely customizable, you can modify it to look exactly the way you want it to look and do what your district and schools need it to do. Aspen provides all the tools you need to run your schools, including:

- System Administration
- State and Local Reporting
- Master Schedule Builder
- Teacher Gradebook
- Health Management
- Attendance and Conduct Records
- Professional Development
- Special Education
- Family and Student Portals
- Teacher Webpages

Streamline Personnel Processes

Use Aspen's Personnel view to provide teachers and staff with professional advancement opportunities online. Sign-up is fast, easy and secure.

- Let teachers register for in-service courses directly from their Aspen Gradebook
- Supervisors receive the requests in their task boxes and accept or reject them electronically
- Staff can see their schedules at a glance
- Use photos for identification and security purposes

The screenshot displays the 'My Record' page for Elise Burdge. The interface includes a navigation menu on the left with options like Attendance, Schedule, Schools, Licenses, Degrees, Course Work, PD Plans, Positions, Extra-curricular Activities, Groups, Documents, and Snapshots. The main content area is divided into sections: Demographics, Ethnicity, Physical Address, and Business Address. The Demographics section includes fields for First name (Elise), Middle name (Lindsay), Last name (Burdge), Sex (Female), School Name (Cree Point High School), Local Identifier (00578), State Identifier (0000004), and Type. The Physical Address section includes fields for Address Line 1 (49 De Elm Blvd), Address Line 2, and Address Line 3 (Weymouth, MA 02092).

Demographics		Ethnicity	
First name	Elise	School Name	Cree Point High School
Middle name	Lindsay	Local Identifier	00578
Last name	Burdge	State Identifier	0000004
Sex	Female	Type	

Date of birth	28/10/81 Age 28	Home phone	
Phone 1	781.713.2092	Home phone 2	
Phone 2	617.421.1732	Department	For Language
Phone 3	688.763.8144	Status	Active
Primary email	elburdge@cpshs.com	Hire date	8/28/2007
		Resigning on	

Physical Address		Business Address	
Address Line 1	49 De Elm Blvd	Address Line 1	
Address Line 2		Address Line 2	
Address Line 3	Weymouth, MA 02092	Address Line 3	

Monitor Staff Development and Qualifications

Your team is only as capable and effective as you allow them to be. Track their progress and match individual professional development plans (IPDPs) with broader district goals.

- Track all staff certificates, credentials and credits
- Conduct real-time, highly qualified and full-time employment (FTE) calculations
- Develop and align teacher-specific IPDPs to ensure that personnel goals match overall district objectives
- Track accruals and benefits with staff attendance

To learn more:

Call 888.244.1366

Visit www.FollettSoftware.com/Aspen

Outside the U.S. and Canada, call 781.903.1000

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