

Cranston High School West

Parents Quick Reference

Procedures for Communications: Who to call when.....

Call the main office (270-8049) when...

- Your child will not be in school because of illness.
- You have a question about school lunch forms.
- You want to leave a message for your child.

Call (270-8049) or e-mail your child's teacher when...

- You have questions about your child's grade.
- You have questions about your child's assignment.
- You have questions about your child's placement.
- You have a question about a teacher assigned detention.
- You have a question about an incident that occurred in class.

Call or email a Department Chair (270-8049) when...

- You are concerned about the actions of a teacher and have found that direct contact was non-productive.
- You have curriculum questions.

Call or e-mail an Assistant Principal (Mr. Farrell or Mr. Fontaine at 270-8043) when...

- You have a question about an assigned office detention or suspension.
- You want to report a bullying incident.
- You have a concern about the action of a teacher that has not been responded to satisfactorily by the Department Chairperson.
- You have a question about an attendance matter.
- You have questions about school policy.
- You have questions about a student's financial obligation.
- You want to speak to the School Resource Officer.

Call or email the Assistant Principal of Academic Affairs, Mrs. Anderson (270-8063) when...

- You have questions about credits earned by your child.
- You have questions about credits received from another school.
- Standardized Testing
- Alternate Learning Opportunities
- Graduation Requirements
- Concerns that have not been responded to satisfactorily by the School Counselor.

Call or e-mail your child's guidance counselor (270-8063)

(CACTC guidance 270-8070) when...

- You have a question about your child's schedule or course selections.
- You have questions about college placement.
- You are troubled about a personal problem your son or daughter has.
- You want to request homework assignments for your child because of illness.
- You want to discuss standardized test scores.
- You have questions about your child's status in regards to credits or graduation requirements.
- You want Summer School information

Call or email the Assistant Principal for Related Services, Mr. Schiappa, (270-8521) when...

- You have questions about potential services.
- Your child is in the process of evaluation.
- You have questions regarding an Individual Educational Plan (IEP).

Call or e-mail the Athletic Director, Mr. Varrecchione (270-8124) when...

- You want to contact a coach directly.
- You have a question about interscholastic athletics and events.
- You have questions about eligibility.

Call or email the school nurse, (Mrs. Mollicone) 270-8245 when ...

- You have questions about health records
- Your son or daughter has a medical condition that requires an adjustment in school procedures.

Call the Principal (Mr. Barbieri) (270-8062) when...

- You have a suggestion that may improve the school.
- Concerns that have not been responded to satisfactorily by any of the options listed here.

Frequently Asked Questions

Q: How do I email one of my teachers or guidance counselor or any Cranston School Department person?

A: Email addresses are their first initial + last name @cpsed.net (for example, Mr. Joe Falcon would be jfalcon@cpsed.net).

Q: How do I log into my Aspen account?

A: Enter the following into your web browser, cpsed.net home page; Click on the Aspen link on the left side of the home page

Enter your username: Your Aspen username is your Student ID # with an “s” in front of it
Student ID is 12345, my Aspen login is s12345

Enter your Password: Generic password is Aspen2016.

You will be prompted to change password after successful. Once logged into Aspen, click on your name in the top right corner. Set Preferences will appear. Click on the tab Security to add an email address.

Q: How do I get my Aspen password reset?

A: You are able to reset your own Aspen password if you have put in your email address (see above). For problems with accounts please contact Mr. Denham, ddenham@cpsed.net or Mrs. Anderson canderson@cpsed.net

Q: How do I sign up for the Principal’s Daily updates?

A: Mr. Barbieri will be sending daily updates to students and families via Aspen. Therefore, it is essential that students and families make sure they keep updated email addresses in Aspen. Once logged into Aspen, click on your name in the top right corner. Set Preferences will appear. Click on the tab Security to change your password and add an email address. Again, please make sure you have a valid email address registered in Aspen so that you can receive important information from your counselor, teacher and administration.

Q: How do I log into my Gmail Account?

A: Enter the following into your web browser, <http://google.com/a/cpsed.net> or go to the CPS Google Mail link on the cpsed.net home page

Enter your username: Usernames are as follows: firstname.lastname(last three of student id)
John Smith with student id 123056john.smith456@cpsed.net john.smith056@cpsed.net

Enter your password

Passwords are as follows: (full year of grad)(student id)

Student graduating in 2020 with student id 123456password: 2020123456

You will be prompted to change password after successful login. For problems with accounts please contact Mr. Denham, ddenham@cpsed.net

