

Dear South Row Families,

The first term grades are now available on the X2 Aspen Family Portal. Please go to the CPS website for access to the X2 Aspen Family Portal.

To get to the X2 Family Portal, simply go to the Chelmsford Public Schools website:

www.chelmsford.k12.ma.us Look at the buttons on the LEFT side of the page. You will see a button that says "X2". Click on that button to log into the system.

To access the grades, follow these directions:

1. When you log on you will be on the "Pages" top tab
2. Scroll down to "Published Reports" section
3. PDF File will be there for each student report card
4. Click on that file and the report card should appear

If you have not used the X2 Portal before, you will need to have your username and password. If you have lost your username and password, please follow these directions:

1. Go to the Chelmsford Public Schools website: www.chelmsford.k12.ma.us
2. On the LEFT SIDE of the main page, the second button down is a button for "24/7 Tech Support" (it is right over the button for X2)
3. Click on the "24/7 Tech Support" button and a form will appear.
4. Fill in the form with the information they ask for and "send" it.
5. You should receive a response and be able to reset or create a new username and password to access the X2 Portal
6. Once you have your username and password, read the directions above to access your student information.

If you have any questions or concerns about the grades please contact your child's teacher.

Thank you.

Best,

Dr. McMahon