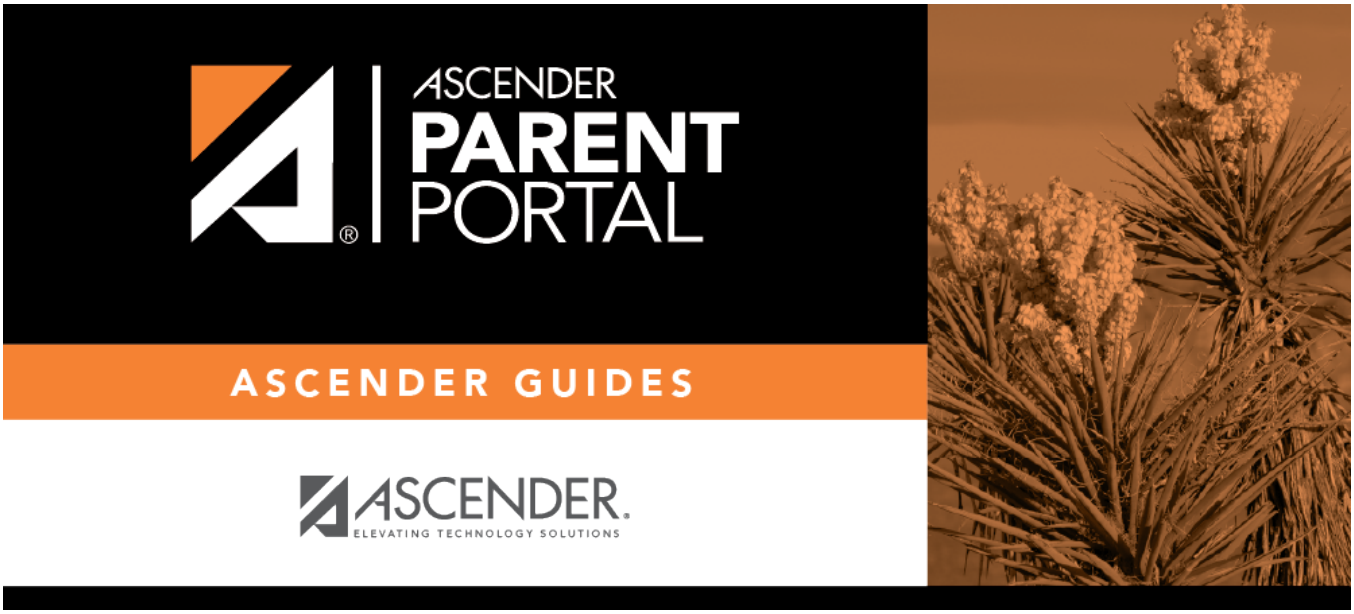


Print Entire Guide

Table of Contents

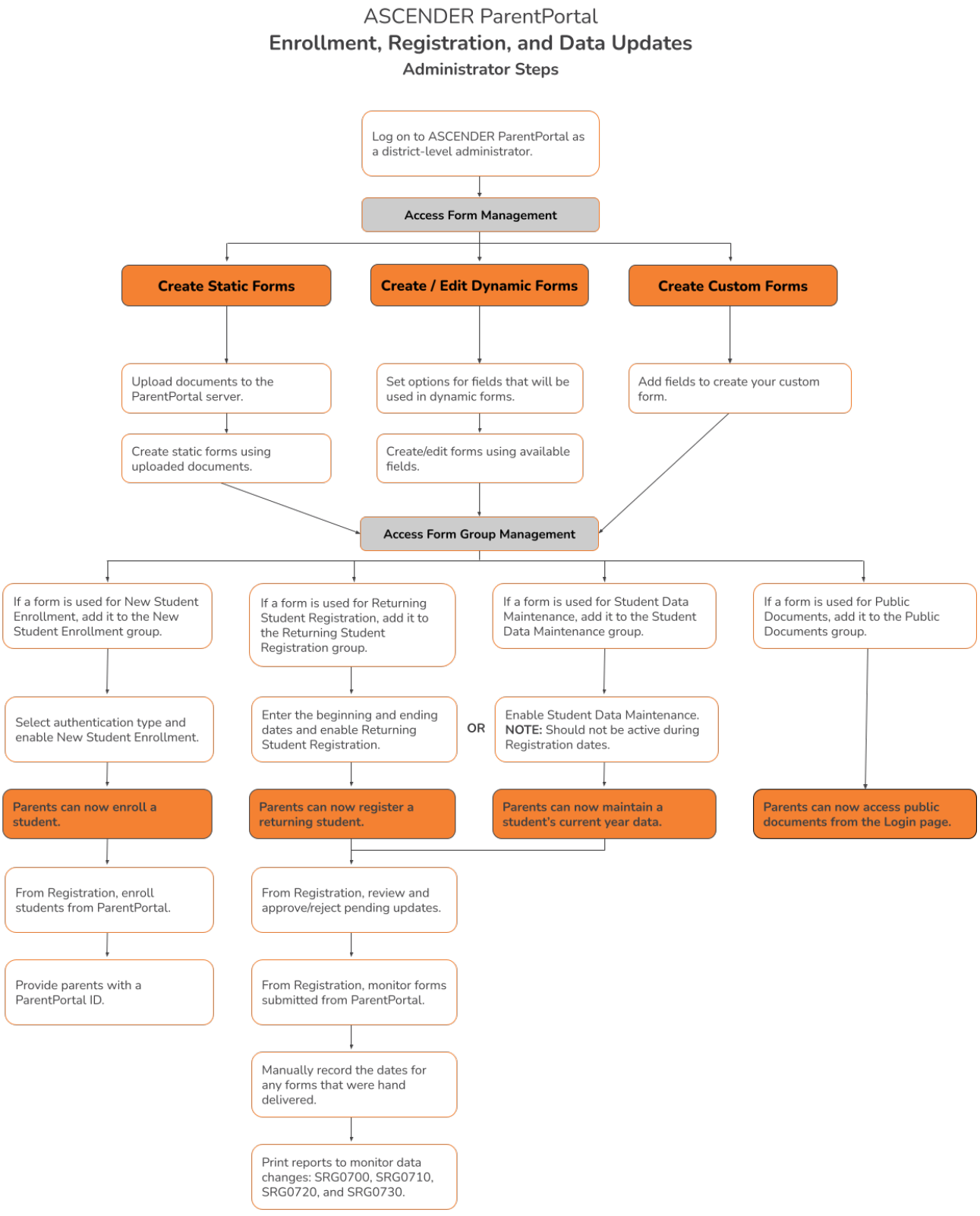
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Overview

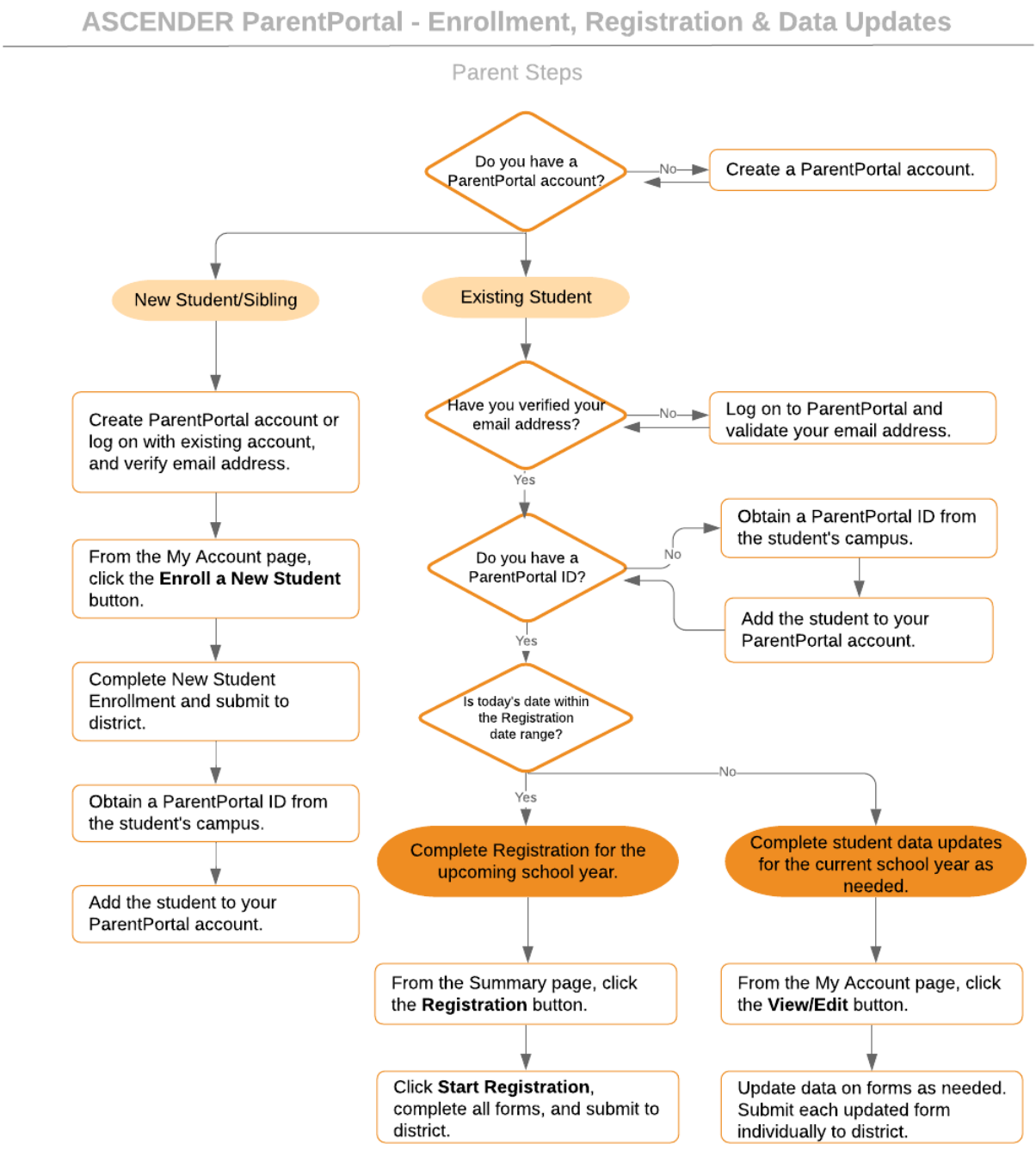
ParentPortal Admin: Enrollment, Registration and Data Updates

Overview

Flow Chart: Admin Steps:



Flow Chart: Parent Steps:



Terminology

Be sure you are familiar with the following terminology:

Terminology:

- ***New Student Enrollment*** - The process of enrolling a student in the district for the first time in the current year.
- ***Returning Student Registration*** - The annual registration of returning students, including review and updates to student records such as demographic data updates and standard forms.

- ***Student Data Maintenance*** - The ongoing maintenance of records for existing students, such as changes to contact information.

Form Types:

- ***Uploaded documents*** cannot be updated online by parents; they can by viewed, printed, completed by hand, and returned to the campus. Uploaded documents forms will vary by campus and district, and can be delivered in various formats, such as Microsoft Word, PDF, spreadsheet, etc. Calendars are an example of static documents. **Any documents you upload should be ADA compliant.**
- ***Dynamic forms*** are presented online and can be completed and submitted online. These forms may include student online registration and demographic updates, as well as document attachment fields and uploads. Dynamic forms are built from a list of available fields. The list of available fields can be found later in the document.
- ***Standard forms*** are predefined district-level forms that are common throughout Texas. The forms cannot be edited, but you can determine whether or not they are available to parents by including (or excluding) them from groups. Most forms are submitted annually; the Home Language Survey only needs to be submitted once during the student's lifetime enrollment in the district.
    - Forms list:
        - Ethnicity and Race Data Questionnaire



Ethnicity and Race Data Questionnaire

Read the form carefully and complete the form with the best possible information.

TEXAS PUBLIC SCHOOL STUDENT/STAFF ETHNICITY AND RACE DATA QUESTIONNAIRE

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for students and staff. This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff and parents or guardians of students enrolling in school are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

Please answer both parts of the following questions on the student's or staff member's ethnicity and race. *United States Federal Register (71 FR 44866)*

PART 1. ETHNICITY: Is the person Hispanic/Latino? Not Hispanic/Latino

Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

PART 2. RACE: What is the person's race? *(Choose one or more)*

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

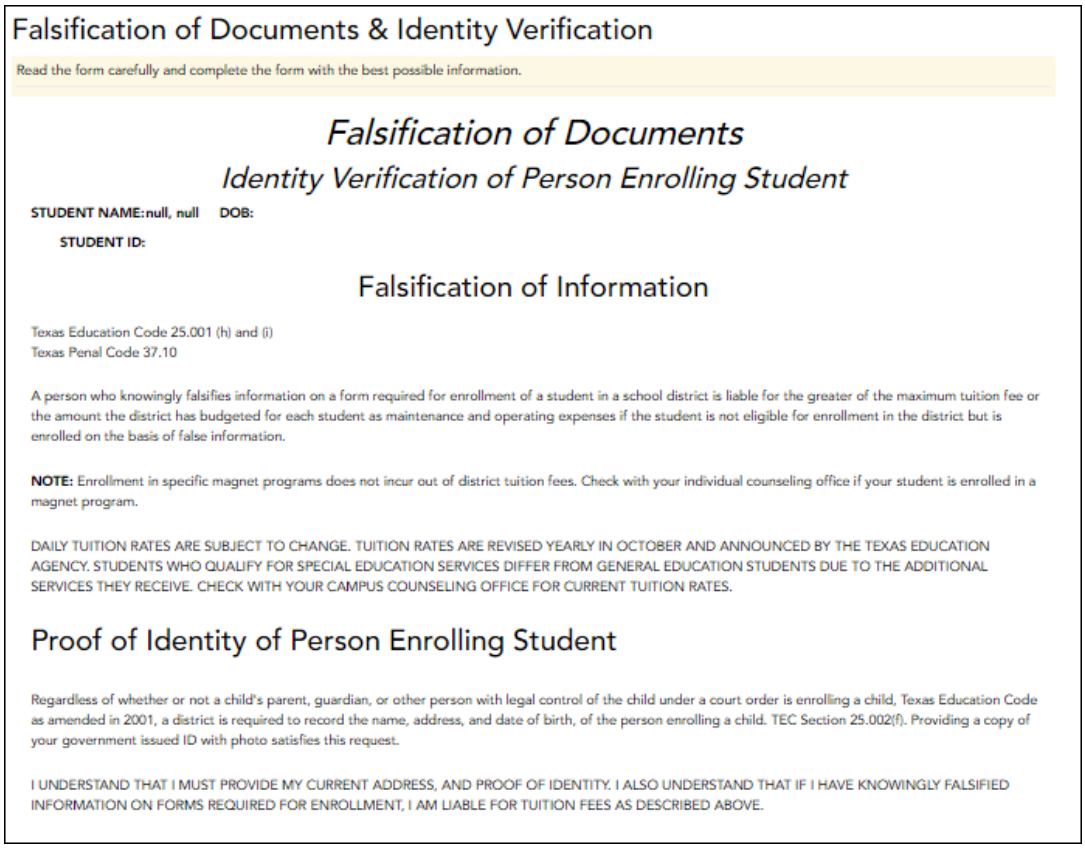
Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

STUDENT NAME: DOB:

        - Falsification of Documents & Identify Verification



Falsification of Documents & Identity Verification

Read the form carefully and complete the form with the best possible information.

Falsification of Documents

Identity Verification of Person Enrolling Student

STUDENT NAME:null, null **DOB:**

STUDENT ID:

Falsification of Information

Texas Education Code 25.001 (h) and (i)
Texas Penal Code 37.10

A person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable for the greater of the maximum tuition fee or the amount the district has budgeted for each student as maintenance and operating expenses if the student is not eligible for enrollment in the district but is enrolled on the basis of false information.

NOTE: Enrollment in specific magnet programs does not incur out of district tuition fees. Check with your individual counseling office if your student is enrolled in a magnet program.

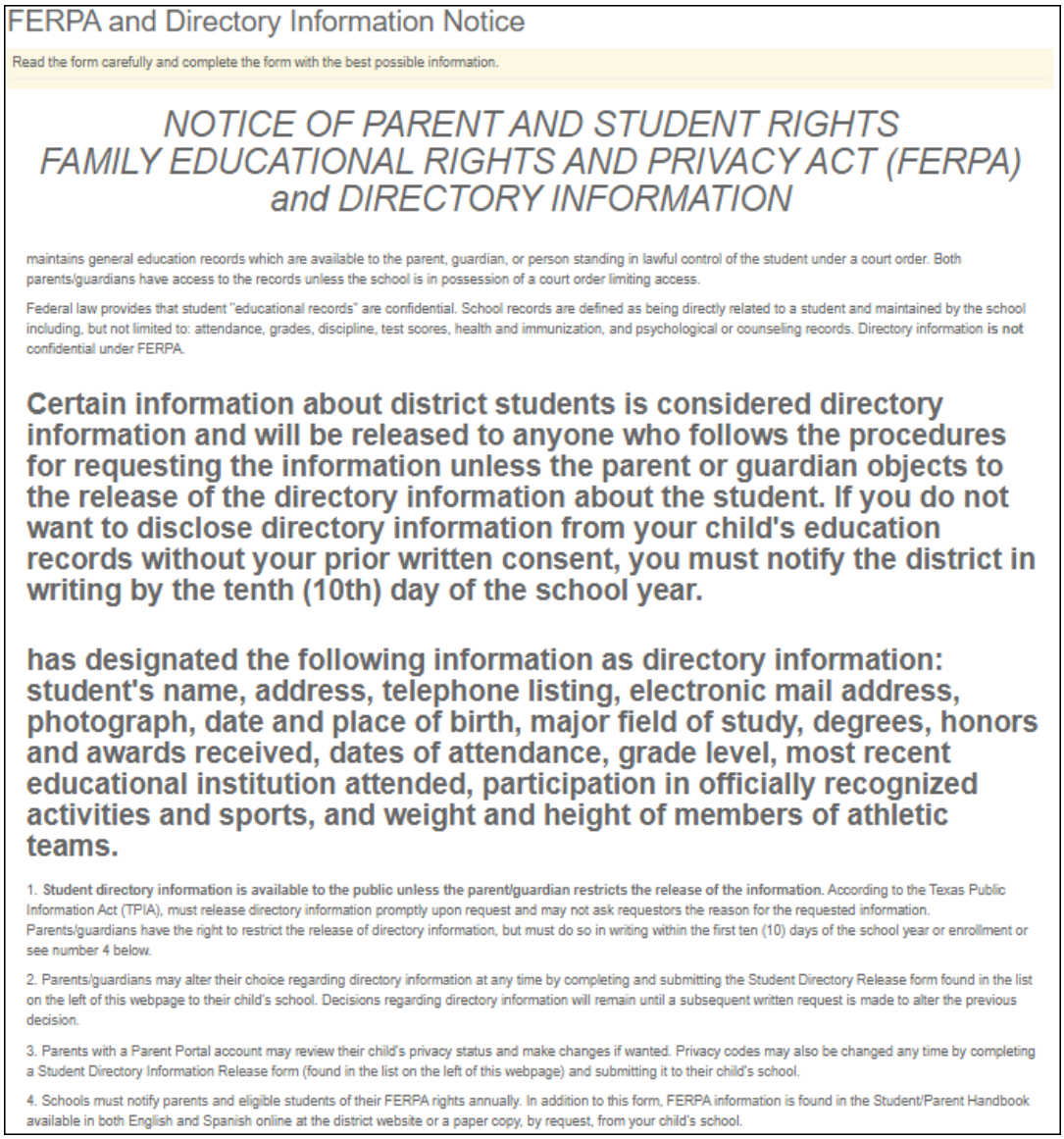
DAILY TUITION RATES ARE SUBJECT TO CHANGE. TUITION RATES ARE REVISED YEARLY IN OCTOBER AND ANNOUNCED BY THE TEXAS EDUCATION AGENCY. STUDENTS WHO QUALIFY FOR SPECIAL EDUCATION SERVICES DIFFER FROM GENERAL EDUCATION STUDENTS DUE TO THE ADDITIONAL SERVICES THEY RECEIVE. CHECK WITH YOUR CAMPUS COUNSELING OFFICE FOR CURRENT TUITION RATES.

Proof of Identity of Person Enrolling Student

Regardless of whether or not a child's parent, guardian, or other person with legal control of the child under a court order is enrolling a child, Texas Education Code as amended in 2001, a district is required to record the name, address, and date of birth, of the person enrolling a child. TEC Section 25.002(f). Providing a copy of your government issued ID with photo satisfies this request.

I UNDERSTAND THAT I MUST PROVIDE MY CURRENT ADDRESS, AND PROOF OF IDENTITY. I ALSO UNDERSTAND THAT IF I HAVE KNOWINGLY FALSIFIED INFORMATION ON FORMS REQUIRED FOR ENROLLMENT, I AM LIABLE FOR TUITION FEES AS DESCRIBED ABOVE.

- FERPA and Directory Information Notice



FERPA and Directory Information Notice

Read the form carefully and complete the form with the best possible information.

NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
and DIRECTORY INFORMATION

maintains general education records which are available to the parent, guardian, or person standing in lawful control of the student under a court order. Both parents/guardians have access to the records unless the school is in possession of a court order limiting access.

Federal law provides that student "educational records" are confidential. School records are defined as being directly related to a student and maintained by the school including, but not limited to: attendance, grades, discipline, test scores, health and immunization, and psychological or counseling records. Directory information **is not** confidential under FERPA.

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the tenth (10th) day of the school year.

has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, degrees, honors and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

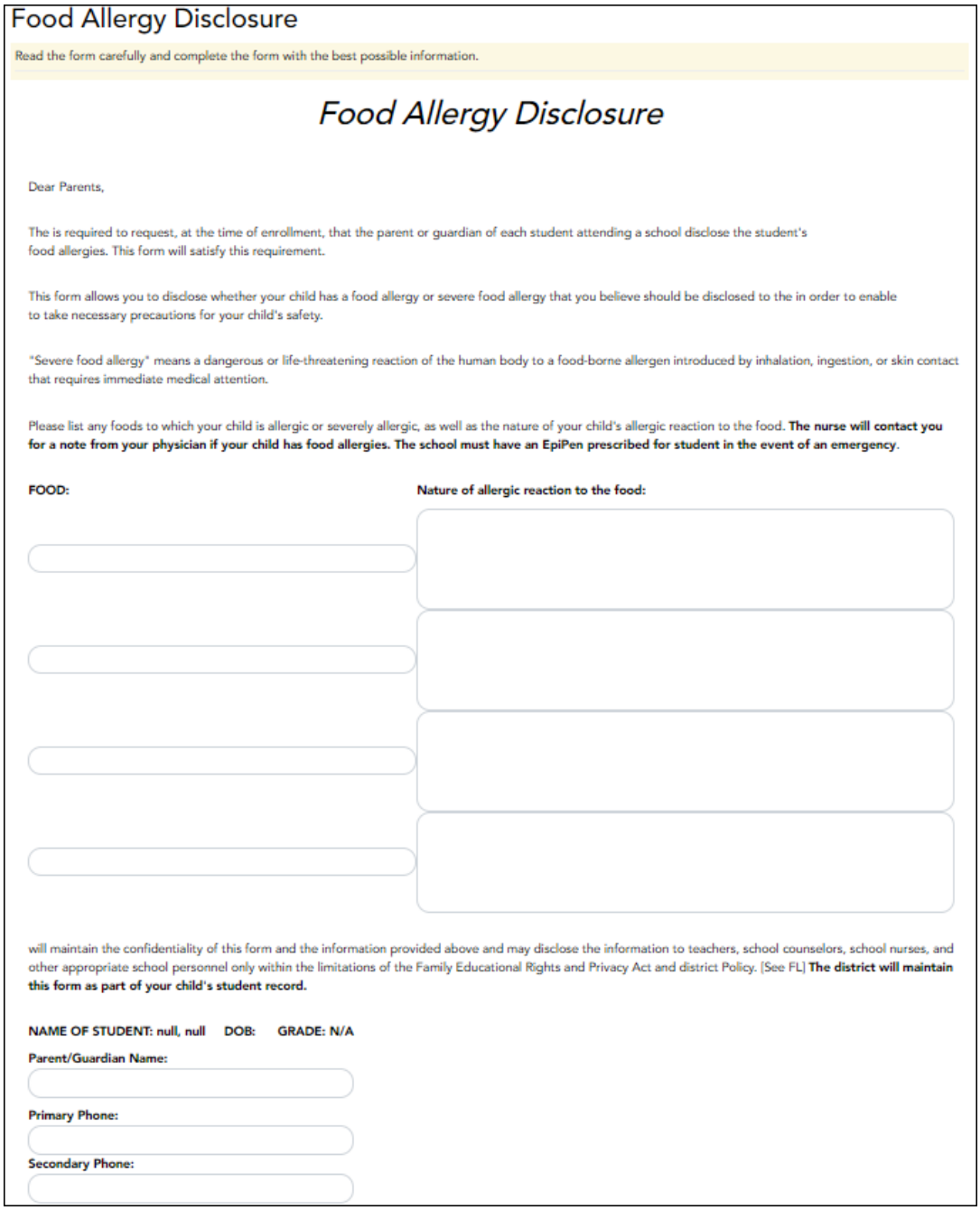
1. **Student directory information is available to the public unless the parent/guardian restricts the release of the information.** According to the Texas Public Information Act (TPIA), must release directory information promptly upon request and may not ask requestors the reason for the requested information. Parents/guardians have the right to restrict the release of directory information, but must do so in writing within the first ten (10) days of the school year or enrollment or see number 4 below.

2. Parents/guardians may alter their choice regarding directory information at any time by completing and submitting the Student Directory Release form found in the list on the left of this webpage to their child's school. Decisions regarding directory information will remain until a subsequent written request is made to alter the previous decision.

3. Parents with a Parent Portal account may review their child's privacy status and make changes if wanted. Privacy codes may also be changed any time by completing a Student Directory Information Release form (found in the list on the left of this webpage) and submitting it to their child's school.

4. Schools must notify parents and eligible students of their FERPA rights annually. In addition to this form, FERPA information is found in the Student/Parent Handbook available in both English and Spanish online at the district website or a paper copy, by request, from your child's school.

- Food Allergy Disclosure



Food Allergy Disclosure

Read the form carefully and complete the form with the best possible information.

Food Allergy Disclosure

Dear Parents,

The is required to request, at the time of enrollment, that the parent or guardian of each student attending a school disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed to the in order to enable to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. **The nurse will contact you for a note from your physician if your child has food allergies. The school must have an EpiPen prescribed for student in the event of an emergency**.

FOOD: **Nature of allergic reaction to the food:**

will maintain the confidentiality of this form and the information provided above and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act and district Policy. [See FL] **The district will maintain this form as part of your child's student record.**

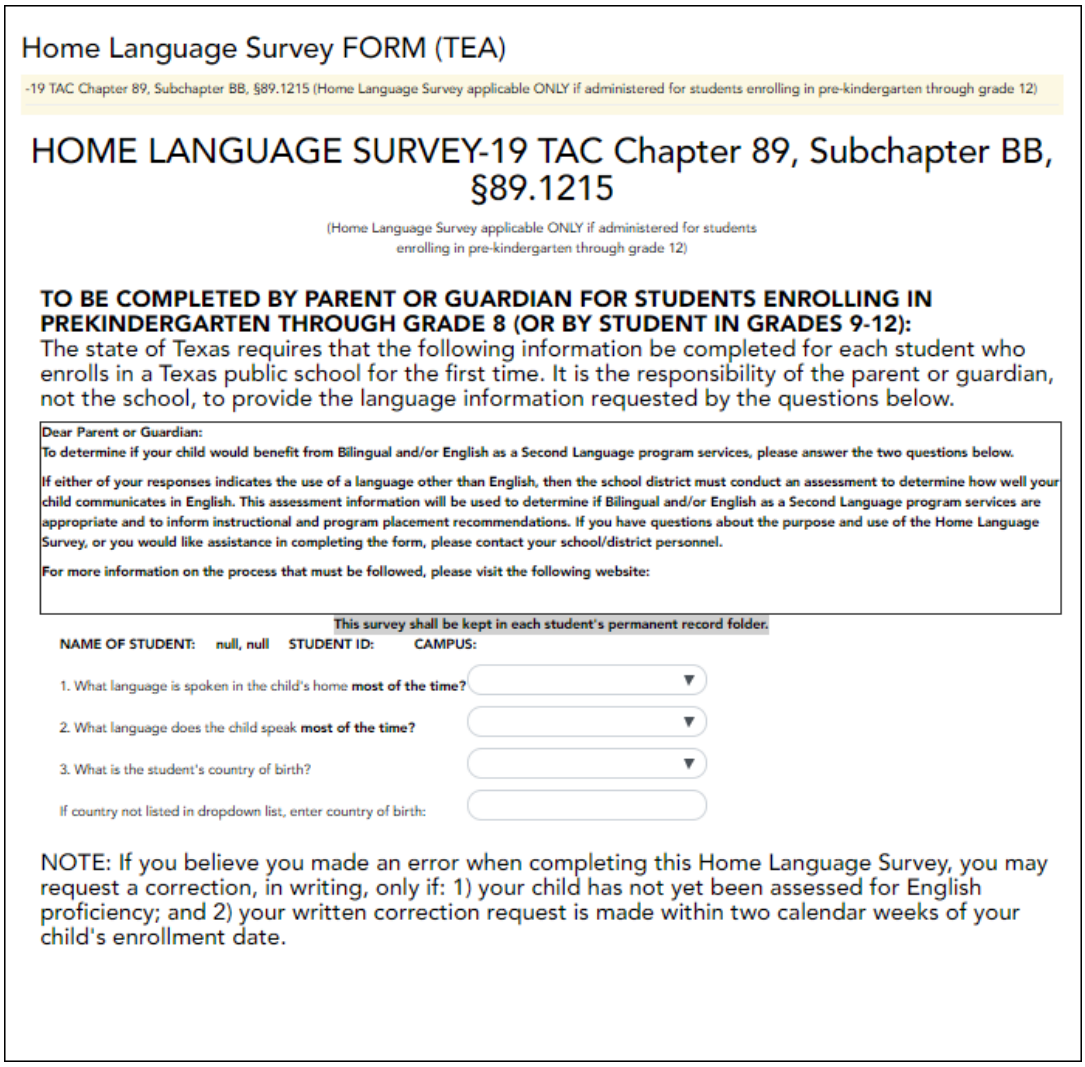
NAME OF STUDENT: null, null **DOB:** **GRADE: N/A**

Parent/Guardian Name:

Primary Phone:

Secondary Phone:

- Home Language Survey *



Home Language Survey FORM (TEA)

-19 TAC Chapter 89, Subchapter BB, §89.1215 (Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)

HOME LANGUAGE SURVEY-19 TAC Chapter 89, Subchapter BB, §89.1215

(Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12):
The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:
To determine if your child would benefit from Bilingual and/or English as a Second Language program services, please answer the two questions below.

If either of your responses indicates the use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if Bilingual and/or English as a Second Language program services are appropriate and to inform instructional and program placement recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

For more information on the process that must be followed, please visit the following website:

This survey shall be kept in each student's permanent record folder.

NAME OF STUDENT: **null, null** **STUDENT ID:** **CAMPUS:**

1. What language is spoken in the child's home **most of the time?**
2. What language does the child speak **most of the time?**
3. What is the student's country of birth?

If country not listed in dropdown list, enter country of birth:

NOTE: If you believe you made an error when completing this Home Language Survey, you may request a correction, in writing, only if: 1) your child has not yet been assessed for English proficiency; and 2) your written correction request is made within two calendar weeks of your child's enrollment date.

- Migrant Education Program - Family Survey

Migrant Education Program - Family Survey

Read the form carefully and complete the form with the best possible information.

MIGRANT EDUCATION PROGRAM - FAMILY SURVEY

District: **Campus:**
Student Name: **Age:** **Grade Level:**

Dear Parents,

In order to better serve your children, our school district is helping the State of Texas identify students who may qualify to receive additional educational services.

The information below will be kept confidential.

Please answer the following questions:

1. Within the past 3 years have you, or your child, moved from one school district, city or state to another? ○ **Yes** ○ **No**

2. If yes, did you, or your child, move so you could work or look for work in agriculture or fishing? ○ **Yes** ○ **No**

If your answer above is NO, STOP here and submit form.

If your answer is YES, please check all that apply below.


☐ Working in fruit, vegetable, sunflower, cotton, wheat, grain, farms or ranches, fields & vineyards


☐ Working in a cannery


☐ Working on a dairy farm


☐ Working in a fishery


☐ Working on a poultry farm


☐ Working in a plant nursery, orchard, tree growing or harvesting


☐ Working in a slaughter house

Other similar work, please explain:

Please complete the following information:

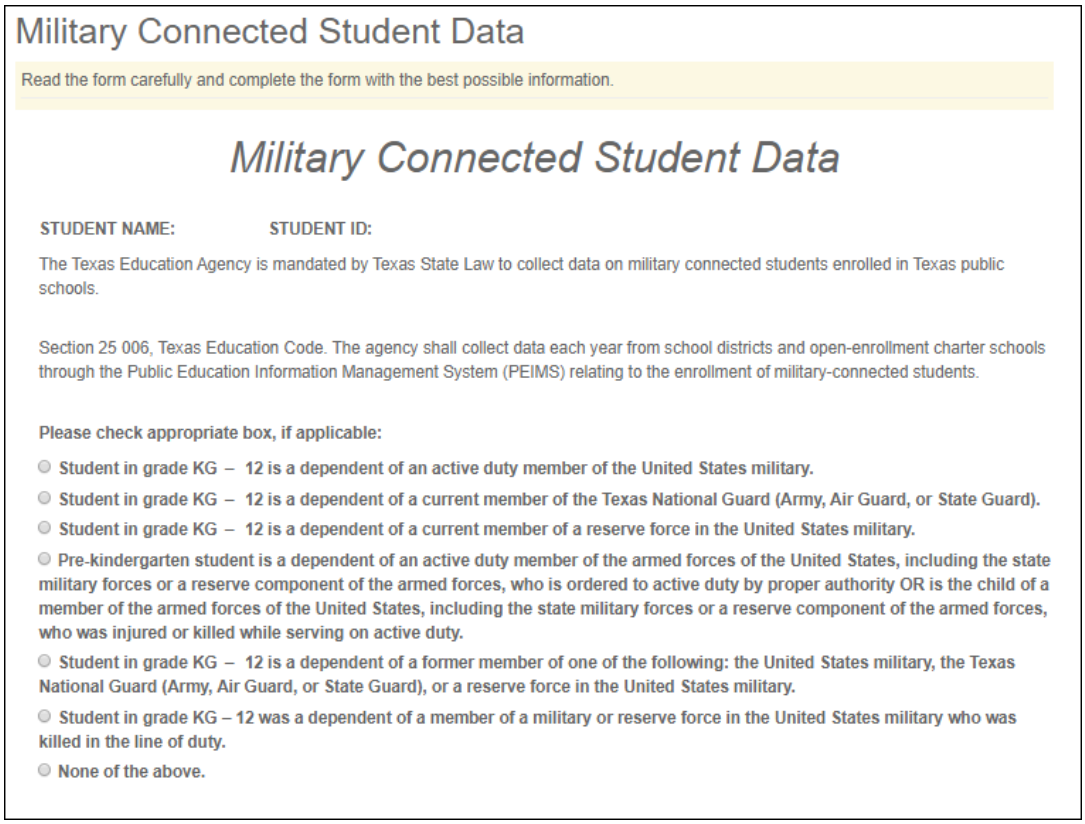
Best time to contact you: Telephone Number:

Parent/Guardian Name:

Home Address/Apt Name: City: Zip Code:

Mailing Address: City: Zip Code:

- Military Connected Student Data



Military Connected Student Data

Read the form carefully and complete the form with the best possible information.

Military Connected Student Data

STUDENT NAME: **STUDENT ID:**

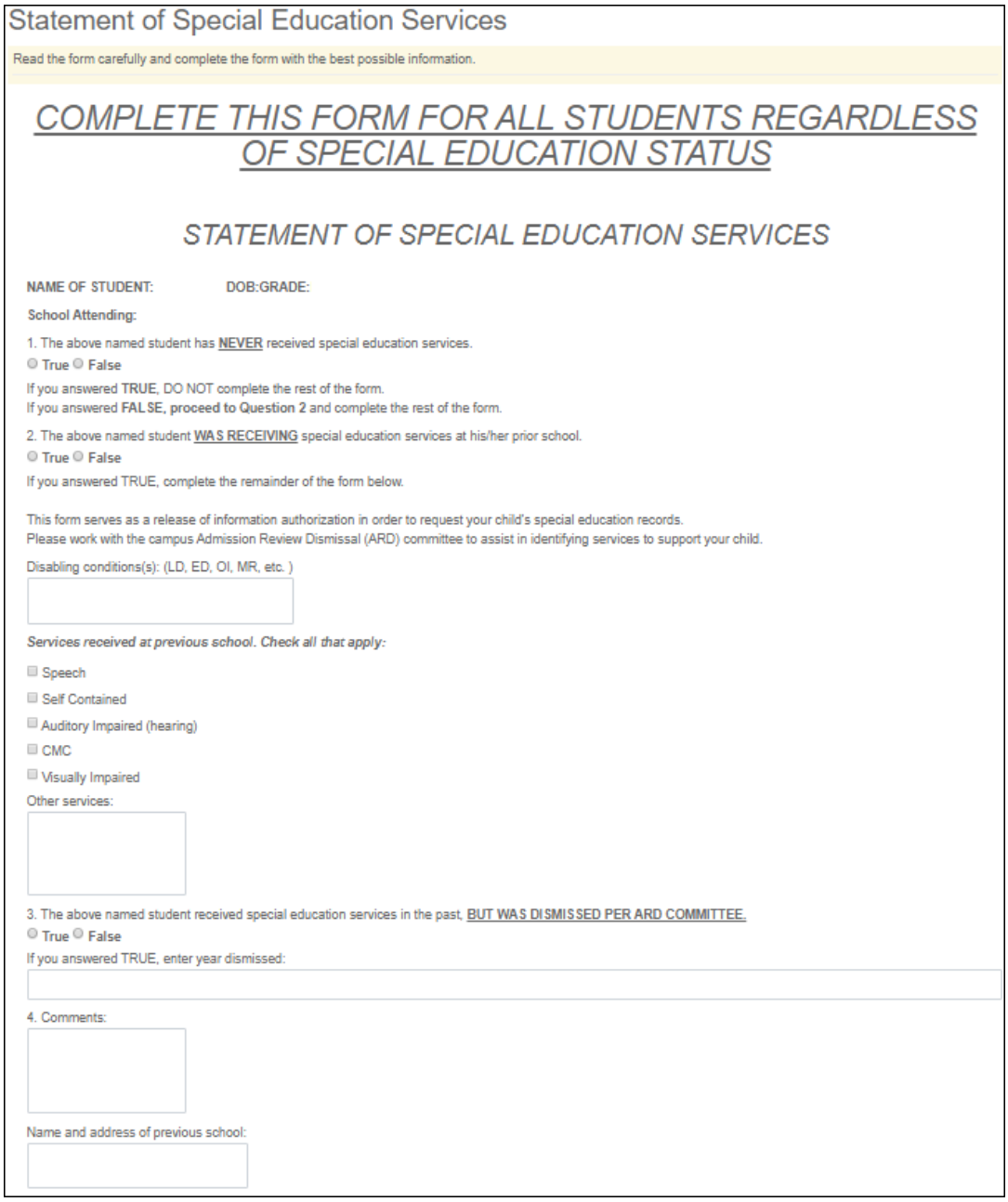
The Texas Education Agency is mandated by Texas State Law to collect data on military connected students enrolled in Texas public schools.

Section 25 006, Texas Education Code. The agency shall collect data each year from school districts and open-enrollment charter schools through the Public Education Information Management System (PEIMS) relating to the enrollment of military-connected students.

Please check appropriate box, if applicable:

- **Student in grade KG – 12 is a dependent of an active duty member of the United States military.**
- **Student in grade KG – 12 is a dependent of a current member of the Texas National Guard (Army, Air Guard, or State Guard).**
- **Student in grade KG – 12 is a dependent of a current member of a reserve force in the United States military.**
- **Pre-kindergarten student is a dependent of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority OR is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty.**
- **Student in grade KG – 12 is a dependent of a former member of one of the following: the United States military, the Texas National Guard (Army, Air Guard, or State Guard), or a reserve force in the United States military.**
- **Student in grade KG – 12 was a dependent of a member of a military or reserve force in the United States military who was killed in the line of duty.**
- **None of the above.**

- Statement of Special Education Services



Statement of Special Education Services

Read the form carefully and complete the form with the best possible information.

COMPLETE THIS FORM FOR ALL STUDENTS REGARDLESS OF SPECIAL EDUCATION STATUS

STATEMENT OF SPECIAL EDUCATION SERVICES

NAME OF STUDENT: DOB:GRADE:

School Attending:

1. The above named student has NEVER received special education services.

True False

If you answered TRUE, DO NOT complete the rest of the form.
If you answered FALSE, proceed to Question 2 and complete the rest of the form.

2. The above named student WAS RECEIVING special education services at his/her prior school.

True False

If you answered TRUE, complete the remainder of the form below.

This form serves as a release of information authorization in order to request your child's special education records.
Please work with the campus Admission Review Dismissal (ARD) committee to assist in identifying services to support your child.

Disabling conditions(s): (LD, ED, OI, MR, etc.)

Services received at previous school. Check all that apply:

Speech
Self Contained
Auditory Impaired (hearing)
CMC
Visually Impaired

Other services:

3. The above named student received special education services in the past, BUT WAS DISMISSED PER ARD COMMITTEE.

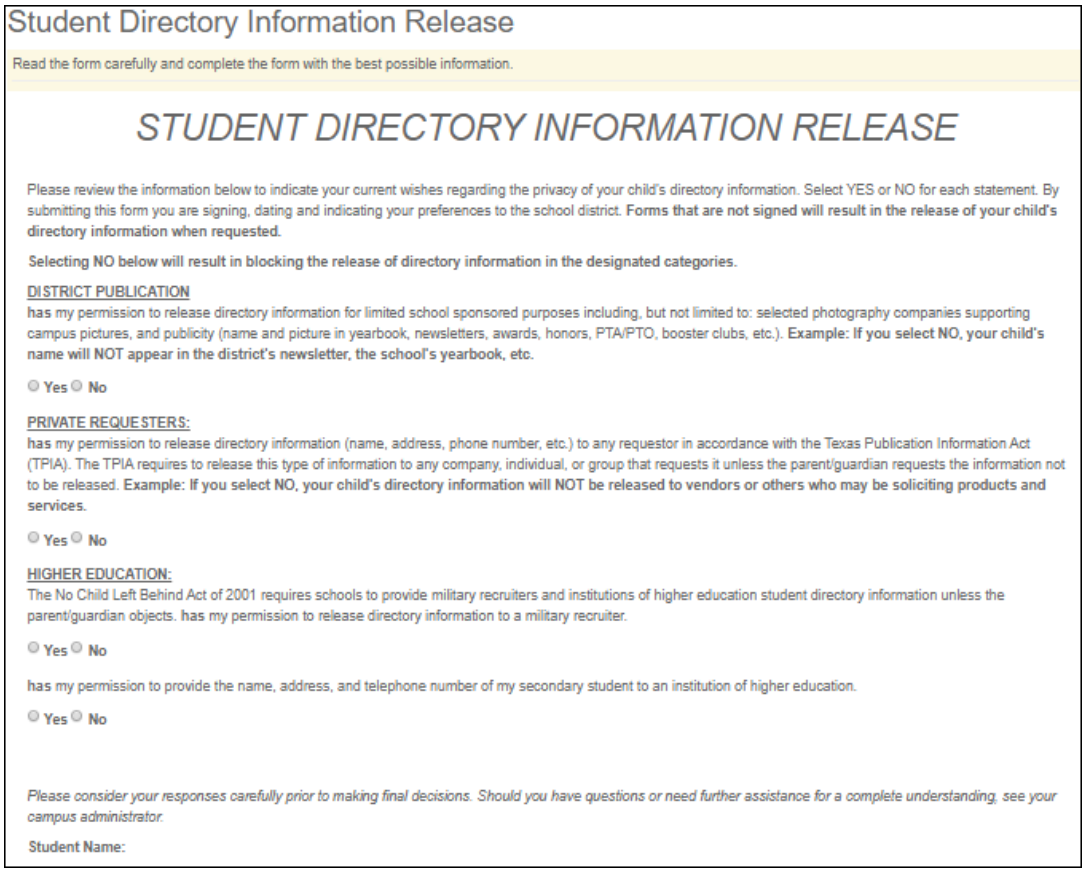
True False

If you answered TRUE, enter year dismissed:

4. Comments:

Name and address of previous school:

- Student Directory Information Release



Student Directory Information Release

Read the form carefully and complete the form with the best possible information.

STUDENT DIRECTORY INFORMATION RELEASE

Please review the information below to indicate your current wishes regarding the privacy of your child's directory information. Select YES or NO for each statement. By submitting this form you are signing, dating and indicating your preferences to the school district. **Forms that are not signed will result in the release of your child's directory information when requested.**

Selecting NO below will result in blocking the release of directory information in the designated categories.

DISTRICT PUBLICATION

has my permission to release directory information for limited school sponsored purposes including, but not limited to: selected photography companies supporting campus pictures, and publicity (name and picture in yearbook, newsletters, awards, honors, PTA/PTO, booster clubs, etc.). **Example: If you select NO, your child's name will NOT appear in the district's newsletter, the school's yearbook, etc.**

○ **Yes** ○ **No**

PRIVATE REQUESTERS:

has my permission to release directory information (name, address, phone number, etc.) to any requestor in accordance with the Texas Publication Information Act (TPIA). The TPIA requires to release this type of information to any company, individual, or group that requests it unless the parent/guardian requests the information not to be released. **Example: If you select NO, your child's directory information will NOT be released to vendors or others who may be soliciting products and services.**

○ **Yes** ○ **No**

HIGHER EDUCATION:

The No Child Left Behind Act of 2001 requires schools to provide military recruiters and institutions of higher education student directory information unless the parent/guardian objects. **has** my permission to release directory information to a military recruiter.

○ **Yes** ○ **No**

has my permission to provide the name, address, and telephone number of my secondary student to an institution of higher education.

○ **Yes** ○ **No**

Please consider your responses carefully prior to making final decisions. Should you have questions or need further assistance for a complete understanding, see your campus administrator.

Student Name:

- Student Health Information Sheet

Student Health Information Sheet

Notify the nurse/clinic assistant at your child's campus of any changes with your child's health status during the school year.

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

STUDENT HEALTH INFORMATION SHEET

Campus Name:

Name of Student: Grade: Gender:

Date of Birth: Student's Age: Student ID:

HEALTH HISTORY: Select Yes for any conditions that apply to your child and have been diagnosed by a physician.

CONDITION	RESPONSE	DATE	COMMENTS
ADHD:	Yes No		
ADD:	Yes No		
Allergies:	Yes No		
Asthma:	Yes No		
Bladder/Bowel Issues:	Yes No		
Blood Disorder:	Yes No		
Bone/Muscle Issues:	Yes No		
Cancer:	Yes No		
Celiac Disease:	Yes No		
Chickenpox:	Yes No		
Diabetes:	Yes No		
Kidney:	Yes No		
Heart Disease:	Yes No		
Hepatitis:	Yes No		
Immune Disorder:	Yes No		
Mental/Behavioral Health:	Yes No		
Migraine:	Yes No		
Neurological:	Yes No		
Scoliosis:	Yes No		
Seizures:	Yes No		
Surgery:	Yes No		
Other:	Yes No		
Other:	Yes No		
Other:	Yes No		

Prescription medication to be given at school must be in the original bottle with the child's name and instructions for administration on the label. A permission form must be signed by the parent or guardian and kept on file in the nurse's office. In accordance with the Nurse Practice Act, a health plan must be developed for administering care for any ongoing chronic condition (i.e. diabetes, asthma, epilepsy etc.)

MEDICATIONS		COMMENTS
Is your child prescribed an epinephrine injector such as Epi-Pen®?	Yes No	
Is your child on any prescriptive medications?	Yes No	
If yes, state the name of the medications(s) and the reason it is being given.		
Will the medication be given at school?	Yes No	

VISION		COMMENTS
Does your child have a vision problem? If yes, please describe:	Yes No	
Does your child wear glasses?	Yes No	
Does your child wear contacts?	Yes No	

HEARING

Is there a hearing loss or deafness? Yes No Left ear? Right ear?

Does the child wear a hearing aid(s)? Yes No

When a child suffers any injury or illness while in school, an immediate and continuing effort will be made to contact parents. In cases of serious injury or illness, first aid will be rendered in accordance with local school policies.

EMERGENCY HEALTHCARE CONSENT: I represent that I am a person who has the right to consent to medical, dental, psychological, and surgical treatment on behalf of the identified student. I authorize the to contact the person(s) identified by the student's parent(s)/guardian(s) as emergency contact(s). In the event that the student's parent(s), legal guardian(s), emergency contact(s) and/or nonparent adult caregiver(s) authorized by Texas Family Code Chapter 34 cannot be immediately contacted by telephone, I authorize the to consent to medical, dental, psychological, and surgical treatment on behalf of the student.

Yes No

NOTE: In the event the consents to treatment of the student pursuant to this authorization, the is immune from any and all liability for damages or amounts incurred, including the cost of emergency care or transportation, resulting from the examination or treatment of the identified student.

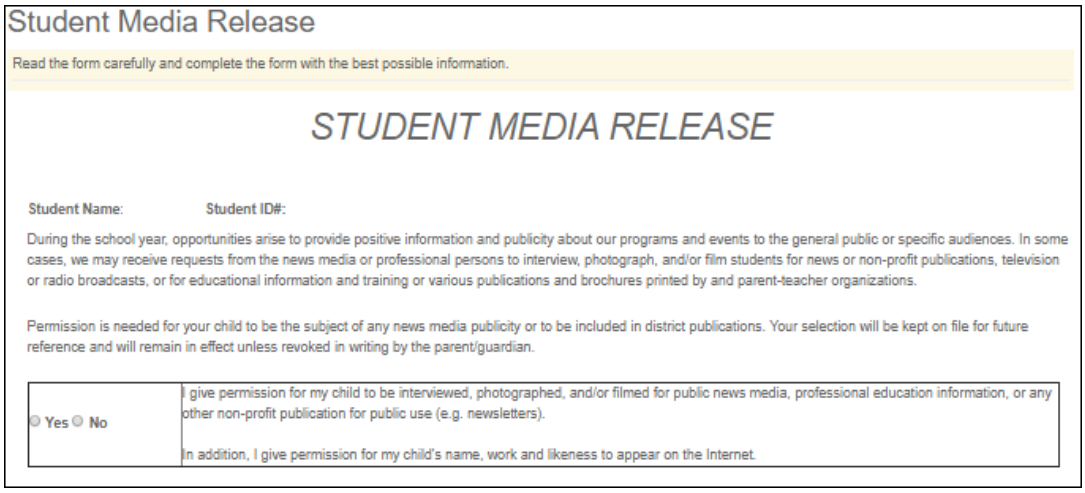
Hospital Preferred:

Physician Name and Phone Number:

SIBLING NAMES	GRADE	CAMPUS

does not discriminate against any person because of race, color, religion, sex, national origin, disability, age, or on any other basis prohibited by law.

- Student Media Release



Student Media Release

Read the form carefully and complete the form with the best possible information.

STUDENT MEDIA RELEASE

Student Name: Student ID#:

During the school year, opportunities arise to provide positive information and publicity about our programs and events to the general public or specific audiences. In some cases, we may receive requests from the news media or professional persons to interview, photograph, and/or film students for news or non-profit publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by and parent-teacher organizations.

Permission is needed for your child to be the subject of any news media publicity or to be included in district publications. Your selection will be kept on file for future reference and will remain in effect unless revoked in writing by the parent/guardian.

Yes No	I give permission for my child to be interviewed, photographed, and/or filmed for public news media, professional education information, or any other non-profit publication for public use (e.g. newsletters). In addition, I give permission for my child's name, work and likeness to appear on the Internet.

- Student Residency Questionnaire (McKinney-Vento)

Student Residency Questionnaire

The information on this form is required to address the McKinney-Vento Act 42 U.S.C. 11434a(2). The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).

All information obtained for this purpose will remain confidential. One form per student enrolled is required.

STUDENT RESIDENCY QUESTIONNAIRE

NAME OF STUDENT: **Gender:** **Date of Birth:**

School Attending: **Student ID:**

GRADE: **AGE:**

○ Yes ○ No Is your current address a temporary living arrangement?

○ Yes ○ No Is your temporary living arrangement due to loss of housing or economic hardship?

If you answered **NO** to both of the questions above, DO NOT complete the rest of the form. Click Submit Data to sign and submit the form.
If you answered **YES to either of the questions above, proceed to Section A**, complete the rest of the form.

Section A - Student Living Situation (Check all that apply)

- ☐ Live with parent/legal guardian in a home, apartment, or housing and does not share home with any other family.
- ☐ Live in a shelter because I do not have permanent housing (family shelter, domestic violence shelter, children/youth shelter, FEMA housing), includes living in transitional housing (housing available for a specific length of time only and partly paid by a Church or other organization).
- ☐ Live in the home of a friend or relative because I lost my housing (doubled up due to economic hardship, fire, flood, lost job, divorce, domestic violence, parent in military and was deployed, parent in jail, etc.)
- ☐ Live in a tent, car, van, abandoned building (living on the streets, campground, park, or unsheltered location), includes living without electricity, heat, and/or running water in a home/apartment.
- ☐ Live in hotel or motel (due to economic hardship, eviction, flood, fire, hurricane, etc.)
- ☐ Unaccompanied Youth (student is not living in the home of a parent or legal guardian)
- ☐ Child or youth placed by DFPS with a temporary guardian (DFPS provided a Parental Child Safety Plan or Authorization for Non-Parent or Voluntary Caregiver)
- ☐ None of these describe my present living situation. Briefly describe your situation:

Section B: Factors contributing to the student's current living situation (Check all that apply):

- ☐ Natural disaster
  - ☐ Tornado, storm, flood, etc.
  - ☐ Hurricane, name:
  - ☐ Fire: prairie, forest, grass, lightning strike, etc.
- ☐ Family issues such as divorce, domestic violence, kicked out by parents, student left due to family conflict, etc.
- ☐ Home issue such as lack of electricity, water, heat, adequate home repair due to lack of funds, overcrowding, mold, etc.
- ☐ Military: Parent/guardian deployed, injured or killed in action
- ☐ Incarceration of parent/guardian
- ☐ Incarceration of parent or guardian due to health, mental health, drugs/alcohol, or other factors
- ☐ Home fire not due to natural causes (i.e., faulty equipment/appliances/wiring, furnace, stove, fireplace, etc.
- ☐ Economic hardship:
  - ☐ Loss of job resulting in inability to pay rent or mortgage
  - ☐ Income from part-time or low paying job does not cover cost of housing in the area
  - ☐ Loss of mortgage, including loss of mortgage of landlord if student/student's family is renting
  - ☐ Eviction record and/or inability to produce deposits for rent or utilities
- ☐ High medical bills that leave little or no money for housing
- ☐ Lack of affordable housing in the area
- ☐ Minor student unable to afford housing on my own
- ☐ None of the above describe the main reason for my present living situation. Briefly explain the contributing factors:

Section C: Parent/Legal Guardian/Caregiver/Unaccompanied Youth

Last Name:	First Name:	Middle Name:	Relationship to Student:

Address:	Zip:	Telephone:

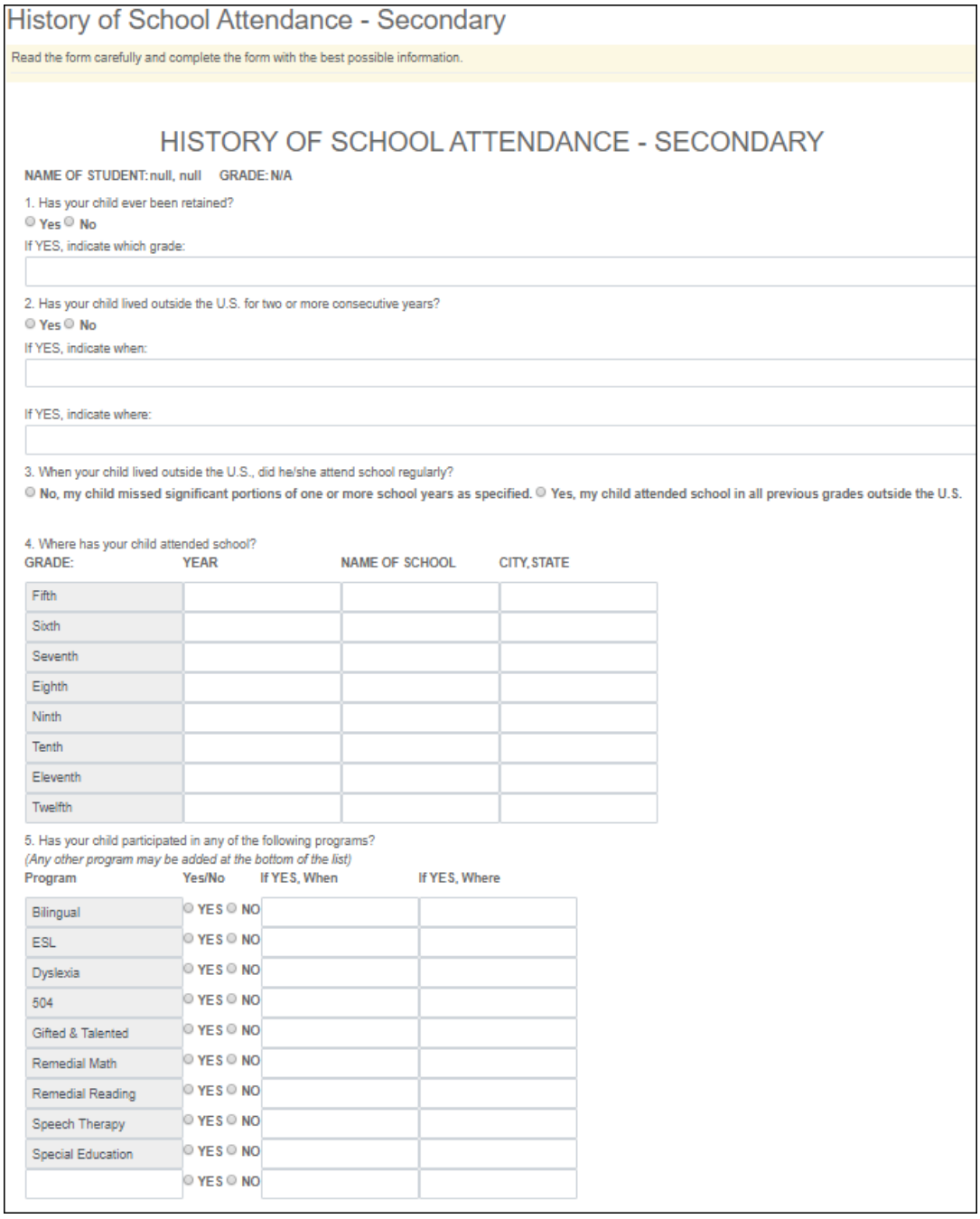
Student's length of time at present address:

Years:	Months:	Days:	Number of Children Enrolled in District:

Please provide the following information for school-age siblings (brothers and/or sisters) of the student:

Name	Grade	School	District

- History of School Attendance - Secondary



History of School Attendance - Secondary

Read the form carefully and complete the form with the best possible information.

HISTORY OF SCHOOL ATTENDANCE - SECONDARY

NAME OF STUDENT: null, null GRADE: N/A

1. Has your child ever been retained?
Yes No
If YES, indicate which grade:

2. Has your child lived outside the U.S. for two or more consecutive years?
Yes No
If YES, indicate when:

If YES, indicate where:

3. When your child lived outside the U.S., did he/she attend school regularly?
No, my child missed significant portions of one or more school years as specified. Yes, my child attended school in all previous grades outside the U.S.

4. Where has your child attended school?

GRADE:	YEAR	NAME OF SCHOOL	CITY, STATE
Fifth			
Sixth			
Seventh			
Eighth			
Ninth			
Tenth			
Eleventh			
Twelfth			

5. Has your child participated in any of the following programs?
(Any other program may be added at the bottom of the list)

Program	Yes/No	If YES, When	If YES, Where
Bilingual	YES NO		
ESL	YES NO		
Dyslexia	YES NO		
504	YES NO		
Gifted & Talented	YES NO		
Remedial Math	YES NO		
Remedial Reading	YES NO		
Speech Therapy	YES NO		
Special Education	YES NO		
	YES NO		

* Only needs to be submitted once during the student's lifetime enrollment in the district.

- Download Standard Forms:

- ***Custom forms*** are forms that parents can complete and submit online. These forms include district-created questions which are not covered by dynamic and standard forms, such as polls, surveys, and event registration.

Before you Begin

The following information will assist you in implementing ASCENDER ParentPortal New Student Enrollment, Returning Student Registration, and Student Data Maintenance in your district.

Accessing the Tools & Assigning Staff

Determine who will be responsible for managing the tasks:

❑ The Form Management setup steps must be completed by a user with a district admin login for ASCENDER ParentPortal. These setup steps cover New Student Enrollment, Returning Student Registration, and Student Data Maintenance.

❑ Campus tasks such as enrolling students and accepting data changes must be completed by a user with access to the applicable pages in ASCENDER Registration. This user must have a role ID with appropriate access to necessary campuses and the following ASCENDER Registration pages:

New Student Enrollment:

- Registration > Maintenance > Online Registration > New Student Enrollment
- Registration > Maintenance > Parent Portal > Letters > Print > Letter Criteria
- Registration > Maintenance > Parent Portal > Letters > Print > Print Letters
- Registration > Maintenance > Student Enrollment > Forms (Be sure this tab is enabled in Security Admin.)

Returning Student Registration and Student Data Maintenance:

- Registration > Maintenance > Student Enrollment > Forms (Be sure this tab is enabled in Security Admin.)
- Registration > Maintenance > Online Registration > Register Student
- Registration > Maintenance > Online Registration > Pending Updates
- Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms
- Registration > Reports > Registration Reports > Student > SRG0710 - Standard Forms (Home Language Survey)
- Registration > Reports > Registration Reports > Student > SRG0720 - Online Registration Forms Related Reports
- Registration > Reports > Registration Reports > Student > SRG0730 - Percentage of Forms Submitted per Campus
- Registration > Reports > Registration Reports > Withdrawal > SRG2300 - Student Information Request

Planning Ahead

❑ During the planning phase, contact your regional service center for assistance in developing your forms.

❑ Discuss how your campus and district will implement New Student Enrollment (method and location).

- What method will you be using (CAPTCHA or email verification)?

- Where will you be hosting the enrollment event (campus, home, during a Kinder Roundup event or open house, etc.)

❑ Determine who will be responsible for completing the form management setup and ongoing maintenance. It is recommended that 1 or 2 staff persons set up and maintain online forms.

❑ Review all of the district's current registration documents, and compare them to the available forms.

- Determine whether static forms are needed, and which built-in dynamic and standard forms will be used.
- Make changes to built-in forms as needed.
- Determine if custom forms are needed using district-created questions.
- Contact your service center consultant for assistance with individual situations.

❑ Develop a plan to explain how the returning student registration process will work.

❑ It is recommended that you communicate in advance to parents that they need to verify that their ASCENDER ParentPortal account and email address are current. Recommendations:

- Send a letter to parents (or use messaging system) to notify them that Returning Student Registration will be available on xx/xx/xxx (or during a particular event). Example: The letter can be created from ASCENDER Registration > Reports > Create Registration Report. Select the student contact fields, create the report, and then filter the report by email and populate a mail merge with an electronic form template.

- Enable online student data updates before the Returning Student Registration event. This will give parents an opportunity and a reason to log on to ASCENDER ParentPortal, which may assist districts in reconciling ParentPortal account issues.

- **NOTE:** Registration > Maintenance > Student Enrollment > Contact: The **Email** field for contacts marked as **Parent/Guardian** must match for ALL students associated with the ParentPortal account in order for Registration features to be activated for the parent. This email address must also be the address entered on the parent’s ParentPortal account and it must be validated.

❑ Because custom instructions cannot be added to standard forms, consider creating a static form that is listed at the beginning of the standard forms which provides any instructions or additional information you would like to communicate to the parent before beginning the registration process.

❑ Consider whether you need to have translators available for any enrollment events.

Troubleshooting Tools

❑ The **Guardian Verified** field on Registration > Maintenance > Student Enrollment > Contacts can be used to allow verification of ParentPortal accounts for parents who do not have access to a valid email address.

If **Guardian Verified** is selected, the contact's email address can immediately be matched to the

email address entered by the parent when registering for an ASCENDER ParentPortal account. If the two addresses match, the contact can complete online registration and update the student's data. This allows you to bypass the normal email verification process for short-term situations where the normal email address verification process cannot be completed.

District and Campus: Set Up ParentPortal

ParentPortal Admin: Enrollment, Registration, and Data Updates

District and Campus: Set Up ParentPortal

Districts and campuses should follow these steps to set up and maintain ParentPortal settings.

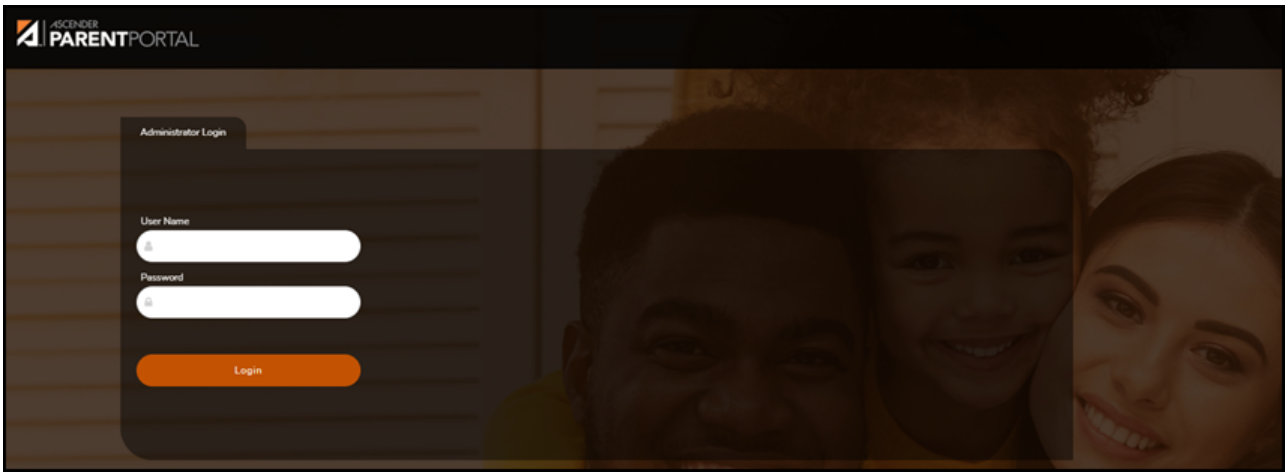
Prerequisites:

- Be sure you have considered and completed all steps in the Overview & Before You Begin list.
- You must have district-level administrative access the District Settings page.
- You must have district- or campus-level administrative access the Campus Settings page.

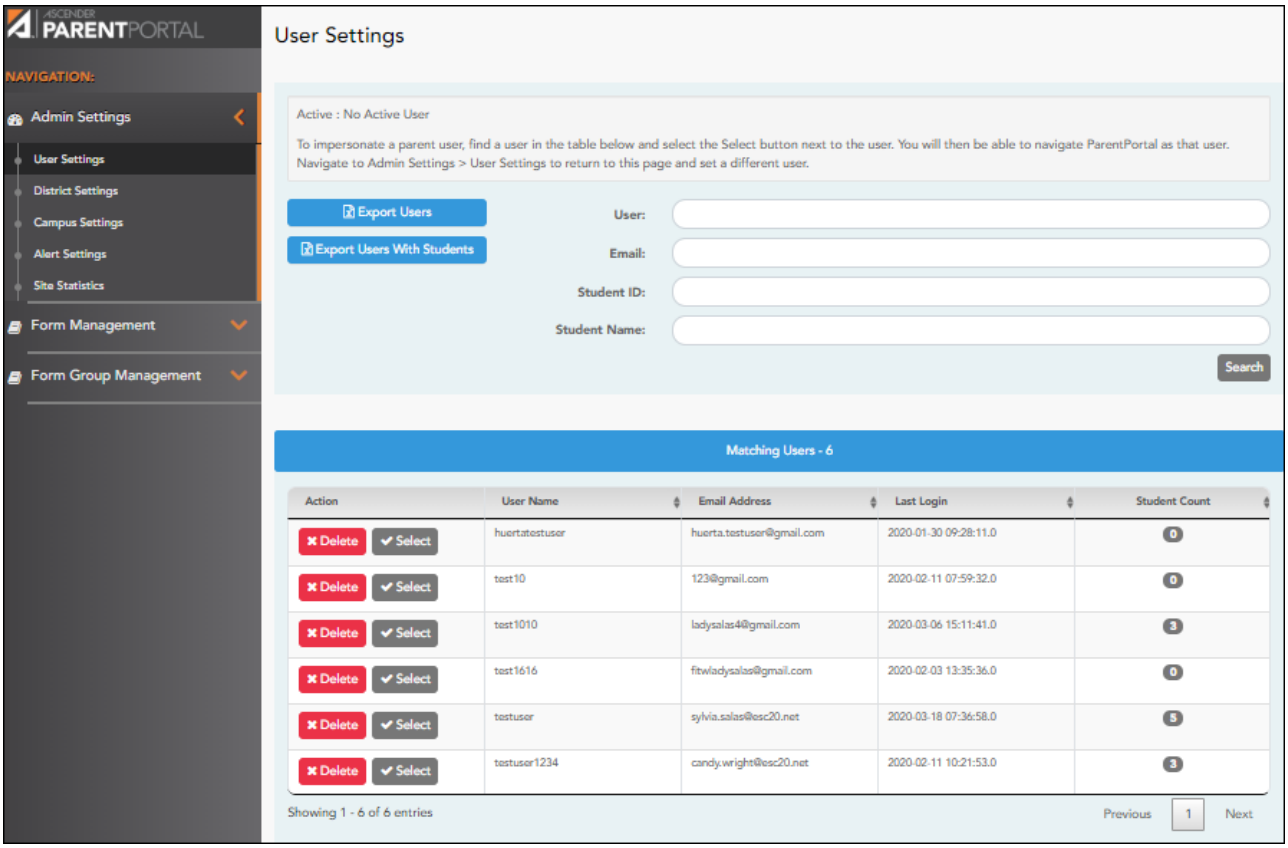
1. Log on to ParentPortal as an administrator.

   Administrator access to ParentPortal is accomplished by a separate Administrator Login page containing **adminLogin?distid=xxxxxx** in the application URL, where xxxxxx is the county-district ID.

   From the Administrator Login page, type your administrative user name and password and click **Login**.



The Administrator website opens with User Settings as the default page.



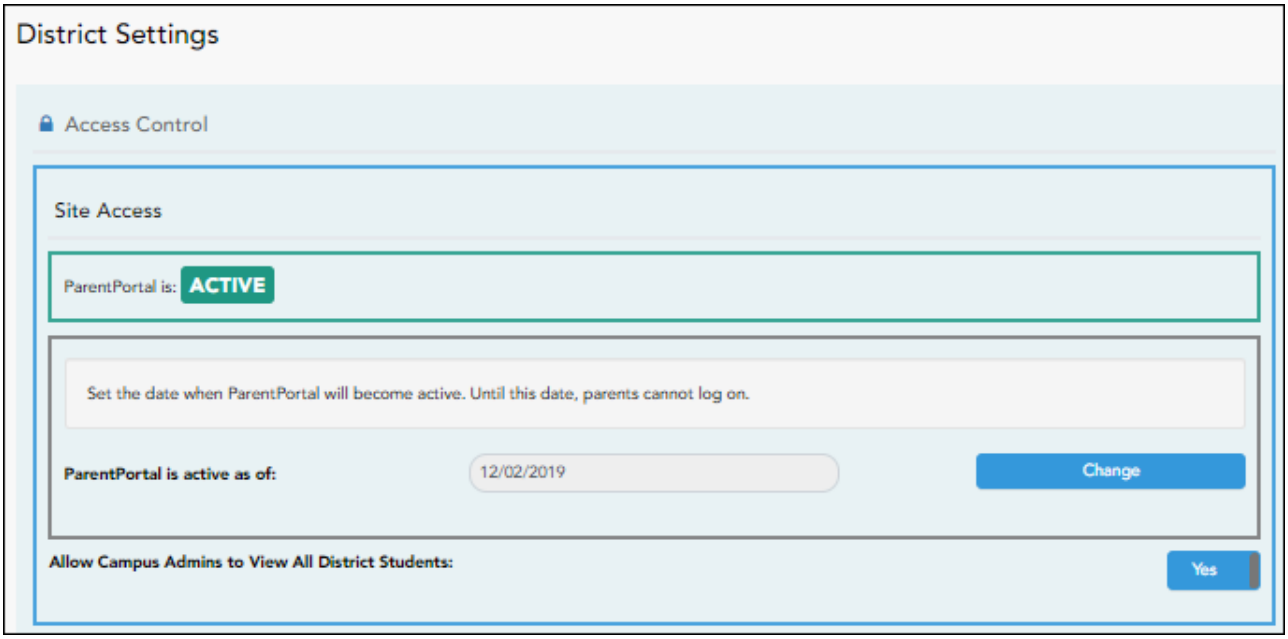
2. Update district settings for ParentPortal.

ASCENDER ParentPortal Admin > Admin Menu > District Settings

This page allows administrative users to manage the district-wide ASCENDER ParentPortal settings, such as site theme and security questions.

NOTE: Selections are automatically saved for most fields. Clicking **Save** is only required

where indicated.



Access Control

Site Access:

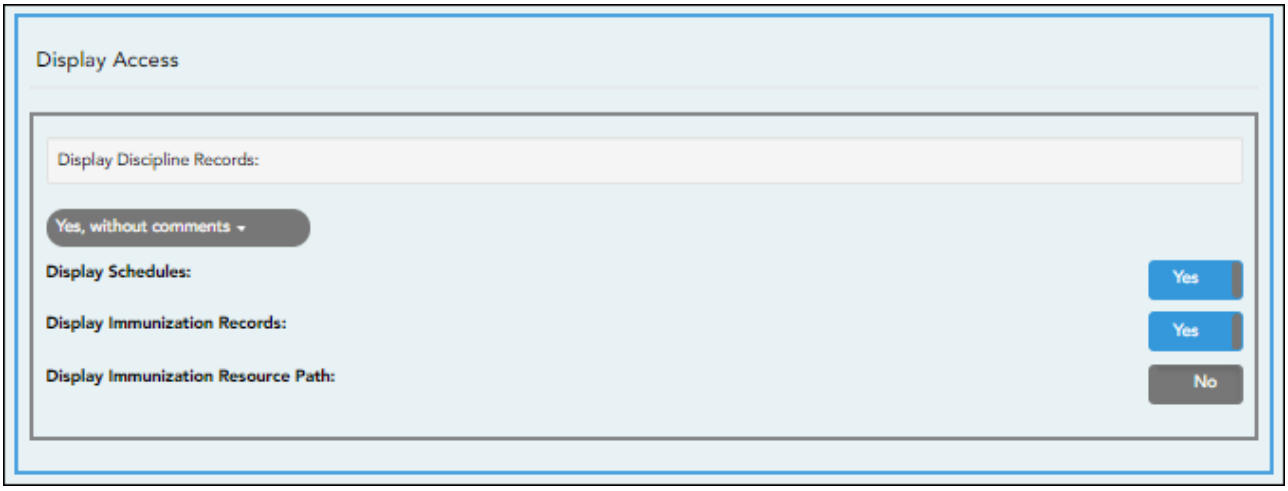
❑ Enable or disable access to ASCENDER ParentPortal.

ParentPortal is	**Active** is displayed if the application is currently available to parents. **Inactive** is displayed if the application is not currently available to parents. **NOTE:** Parents will receive a message that the portal is **Inactive** when it has been disabled by the district.
ParentPortal is active as of	The date for the active/inactive setting is displayed. If **Active**, the date indicates when ParentPortal became active. If **Inactive**, the date indicates when ParentPortal will become active. To change the date, click **Change**. In the **ASCENDER ParentPortal will be active as of** field, type the new date. Click **Save**. The new date is displayed, and the system is automatically activated or inactivated accordingly on that date.

Allow Campus Admins to View All District Students	Indicate if campus-level administrative users can see all students in the district. **No** - Campus-level administrators are blocked from accessing students who are not at a campus they have access to, and from impersonating a user to access those students. For example, if a parent has two students - one that the campus administrator should be able to see, and one that he should not be able to see, the campus administrator can impersonate that parent, but only students at his campus are displayed. **Yes** - Campus-level administrators can access students who are not at a campus they have access to, and can impersonate a user to access those students.

Display Access:

❑ Determine what data is displayed to ParentPortal users.



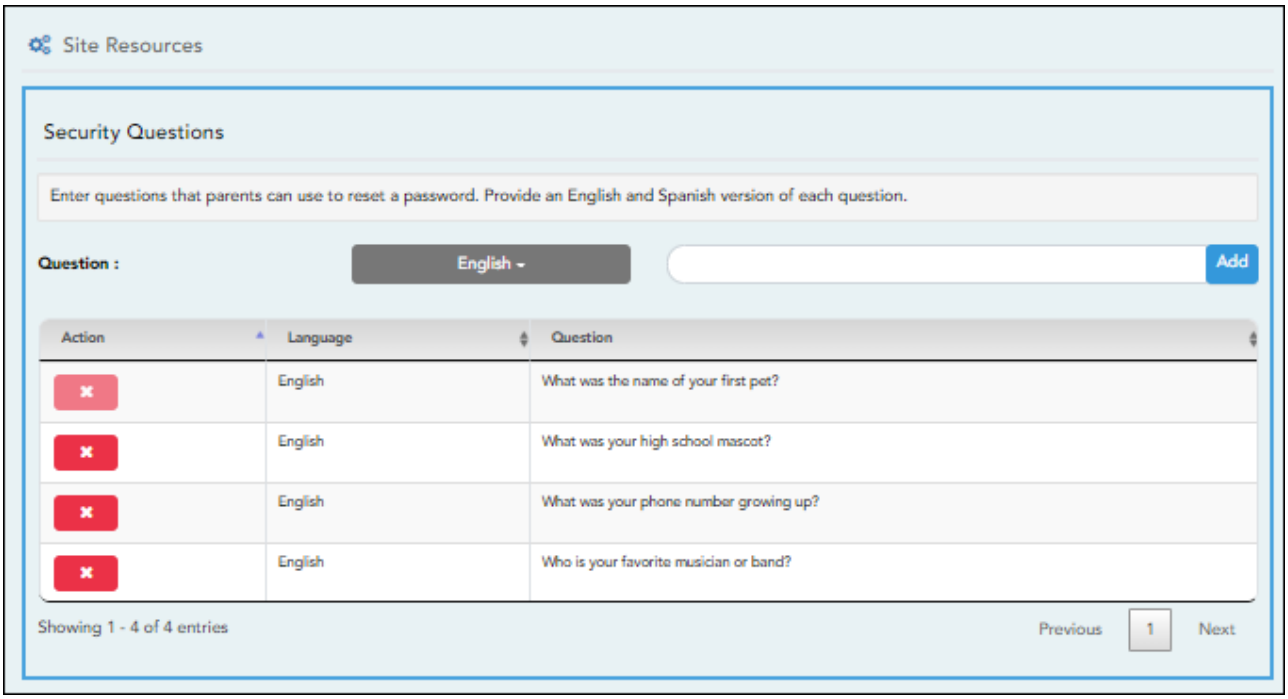
Display Discipline Records	Indicate if you want discipline information (with or without comments) displayed in ParentPortal. **No** - The Discipline page is not available for parents in ParentPortal. **Yes, without comments** - The Discipline page is available for parents in ParentPortal, but any comments associated with an incident are not displayed. **Yes, with comments** - The Discipline page is available for parents in ParentPortal, and any comments associated with an incident are displayed below the discipline record. Discipline Flow Chart

Display Schedules	Indicate if you want to display student schedule information in ParentPortal. **No** - Parents will be able to access ParentPortal and use some parts (such as online registration), but will not be able to view data that would require a student's schedule to be displayed (Summary, Attendance, Grades, and Assignments). When set to **No**, the message "Student schedule is not available at this time" is displayed at the top of the Summary, Attendance, Grades, Assignments, and My Account pages. **Yes** - Student schedule data is displayed throughout ParentPortal.
Display Immunization Records	Indicate if you want to display immunization data for parents in ParentPortal.
Display Immunization Resource Path	If **Yes**: **Path:** Type the address for the website providing information about immunization requirements, such as the Texas Department of State Health Services website. Click **Save**. **NOTE:** The Texas Education Code requires that a link to the Texas Department of State Health Services website be provided to parents as part of the Immunization Awareness program. This field provides a way to adhere to this requirement; however, you are not required to use this field.

Site Resources

Security Questions:

❑ Enter security questions that parent users can use to recover a user name or reset a password.



Question	Select the language of the question. Type a question in the corresponding language that the user will answer.

❑ Click **Add**.

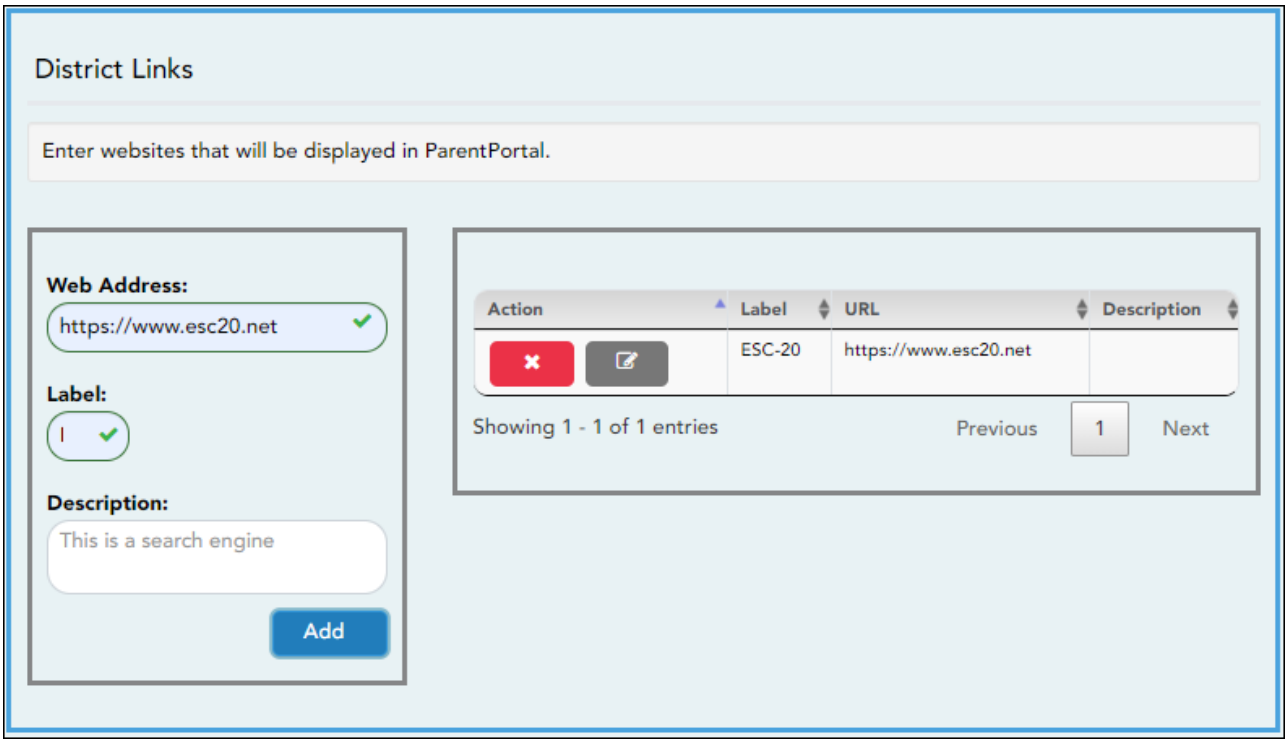
- New questions are displayed in the grid at the top of the list.
- Once the page is refreshed, all questions are listed in alphabetical order.

✖ - Click to remove a question from the list.

> **NOTE:** You cannot remove a question if it has a parent's answer associated with it.

District Links:

❑ Provide links to helpful websites. These links will be displayed on the Links page.



Web Address	Type the URL for the website.
Label	Type the text as you want the link to appear. The text can be the URL or specific words such as the website name.
Description	(Optional) Type an additional description of the website, such as why it is being provided, or what information it provides.

❑ Click **Add**.

❑ On the right:

- Click to stop displaying the link in ParentPortal.

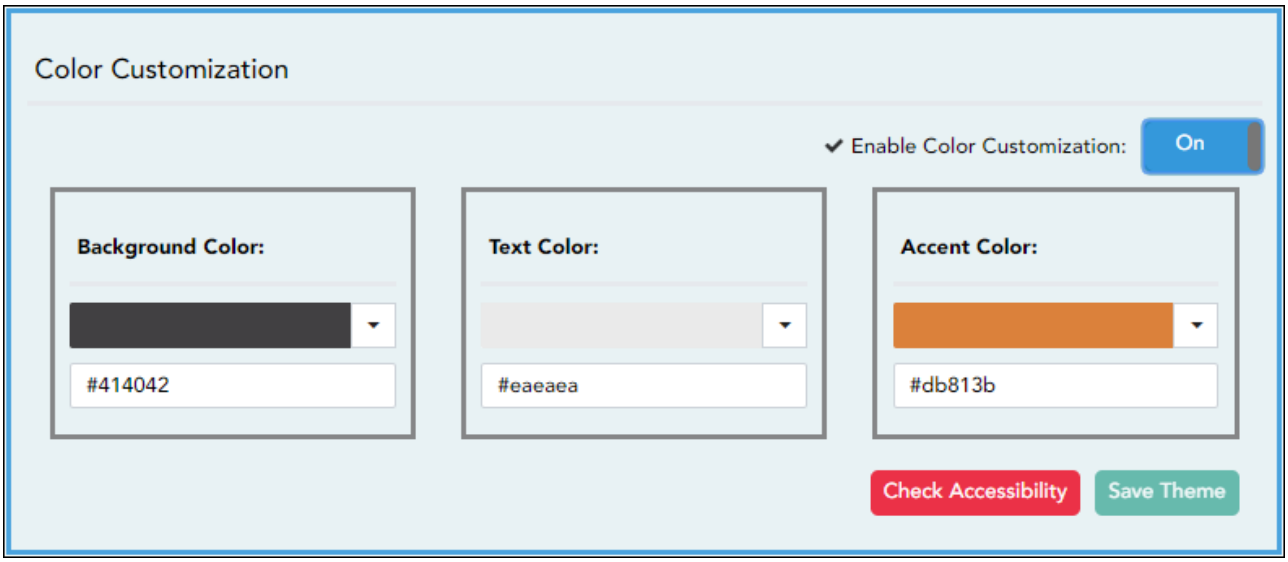
  You are prompted to confirm that you want to delete the link. Click **Yes**.
  The link is removed from the list.

- Click to modify the properties of the link.

  A pop-up window opens allowing you to modify the properties. Click **Save Changes**.

Color Customization:

❑ Change the ASCENDER ParentPortal district-wide color scheme.



Enable Color Customization	Select **On** to enable modifying the ParentPortal color scheme. Additional fields are displayed allowing you to select web accessible colors.

❑ For each color choice:

❑ Click the drop-down arrow to open the color palette.
❑ Click a color in the palette to select it, or enter the **Hex** code or **RGB** code.
❑ Click **Apply**.

Background Color	Changes the background of the left-side navigation bar.
Text Color	Changes the color of the text in the left-side navigation bar.
Accent Color	Changes the color of the main menu headings, drop-down arrows, vertical bars, and a few other navigation elements.

❑ When all colors have been selected, click **Check Accessibility** to confirm that your color selections meet ADA requirements. If not, make different selections.

❑ Click **Save Theme**.

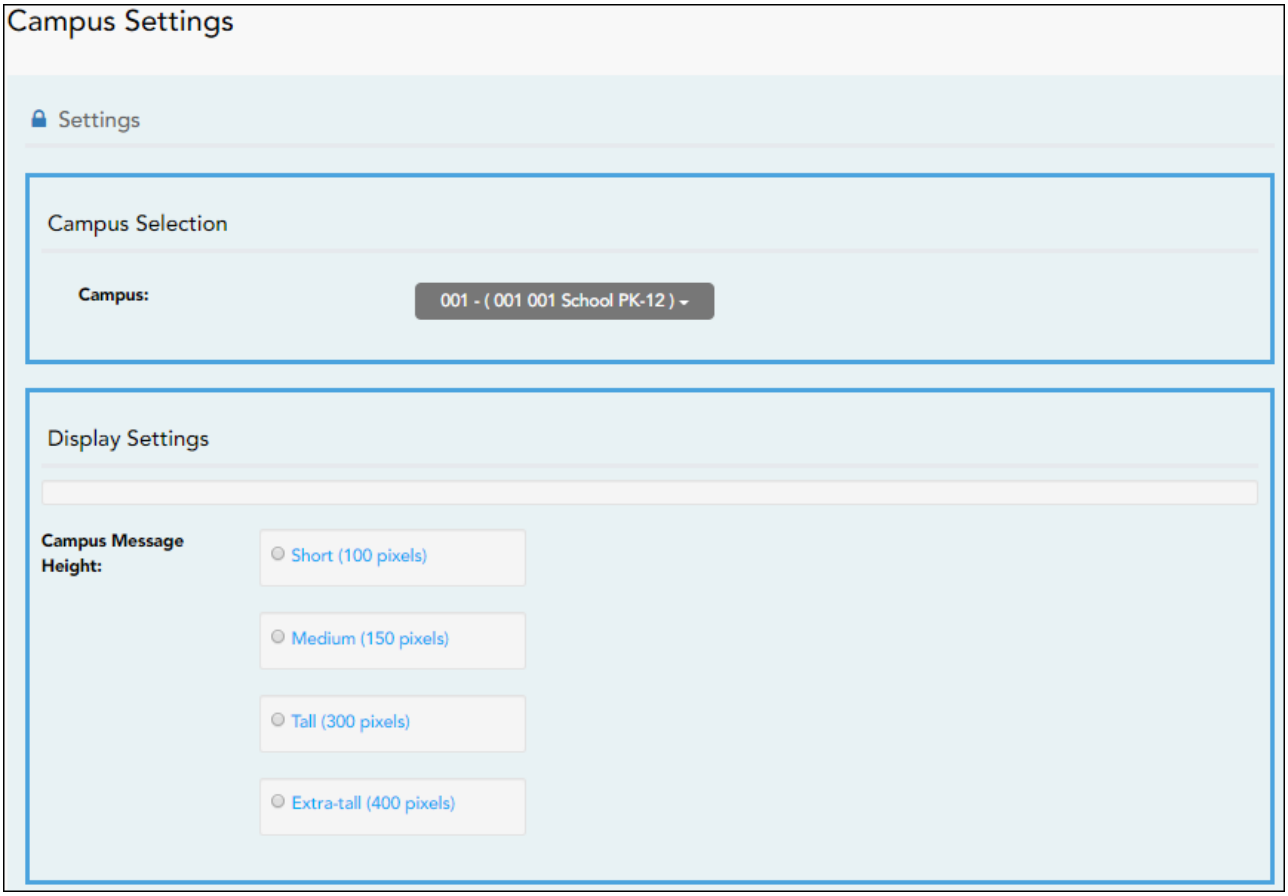
You cannot save a theme until you have checked its accessibility.

NOTE: To reset to the original colors, set **Enable Color Customization** to **No**.

3. Update campus-level settings for ParentPortal.

ASCENDER ParentPortal Admin > Admin Settings > Campus Settings

This page allows you to maintain campus-level settings for ParentPortal.



NOTES:

- Selections are automatically saved. There is no **Save** button.
- If you are logged in as a multi-campus user, most of the following fields are not available.

Settings

Campus Selection:

Campus	Select the campus you want to update settings for.

Display Settings:

❑ Indicate how the Campus Notes should be displayed on the Summary Page in ParentPortal.

The text for the campus notes are entered on ***Registration > Maintenance > Parent Portal > Campus***.

Any notes entered are displayed on the Summary page, which is the first page displayed when a user logs on to ParentPortal.

Campus Message Height	**Short** - Height is 100 pixels. **Medium** - Height is 150 pixels. **Tall** - Height is 300 pixels. **Extra-tall** - Height is 400 pixels. For all options, the width will adjust according to the user's screen size.

4. Update alert and other settings for ParentPortal.

ASCENDER ParentPortal Admin > Admin Settings > Alert Settings

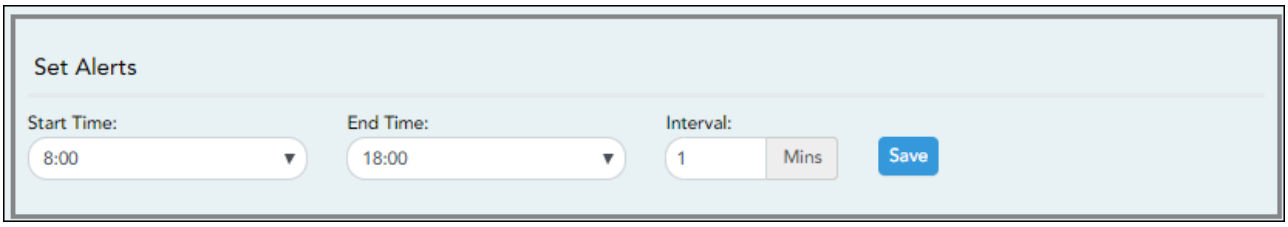
This page allows you to set a district-level schedule for the parent alert messages, as well as several district-level security settings.

Alerts refers to the update that occurs in the system.

NOTE: Please contact your System Administrator if your district wants Alerts turned off.

Notification refers to the text or email message that is set to the parent as notification that there is an alert. Notifications do not have to go out at the same time the alert occurs.

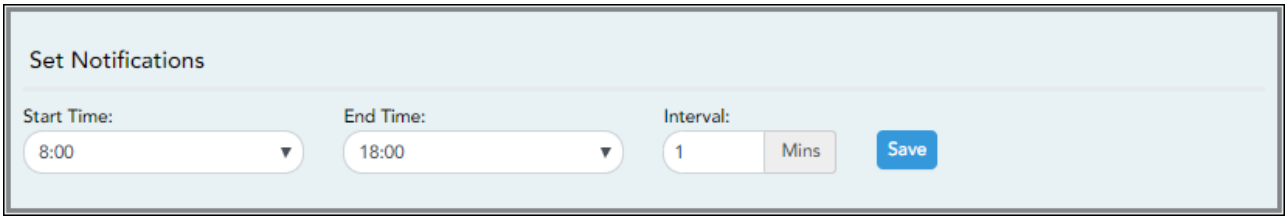
Set Alerts



Start/End Time	Select the start and end times to specify the time of day when alerts are generated.
Interval	Type the number of minutes that will elapse between each alert during the specified time.

❑ Click **Save**.

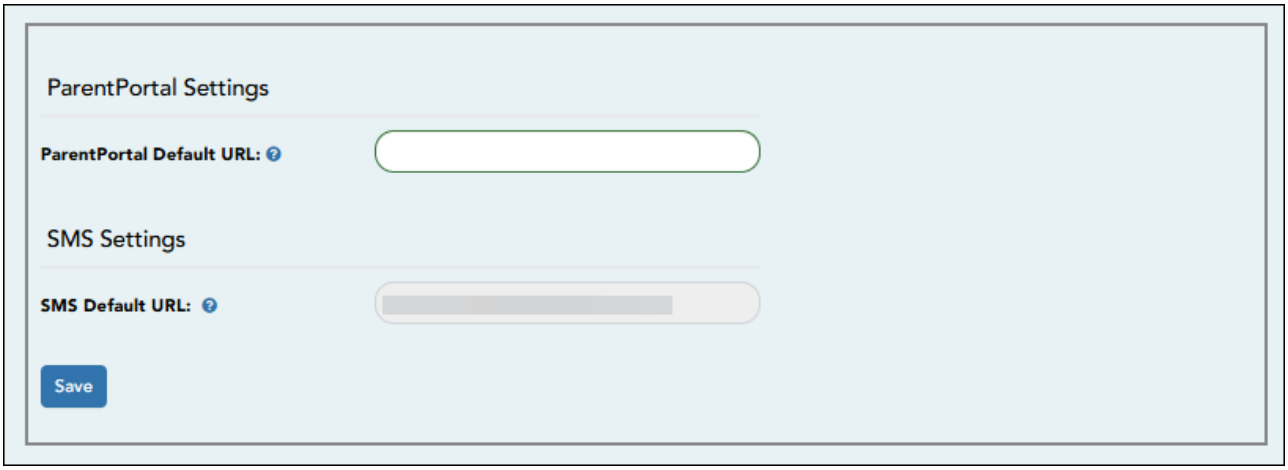
Set Notifications



Start/End Time	Select the start and end times to specify the time of day when notifications are sent to parents.
Interval	Type the number of minutes that will elapse between each notification during the specified time.

❑ Click **Save**.

ParentPortal Settings



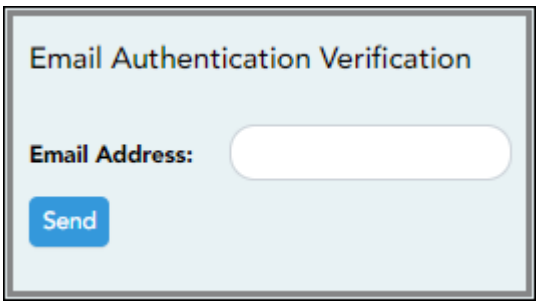
ParentPortal Default URL	Type the full URL that parents in the district will use to access ASCENDER ParentPortal. This URL will be used during the email verification process.

❑ Under **SMS Settings:**

SMS Default URL	Type the path used for text messages.

❑ Click **Save**.

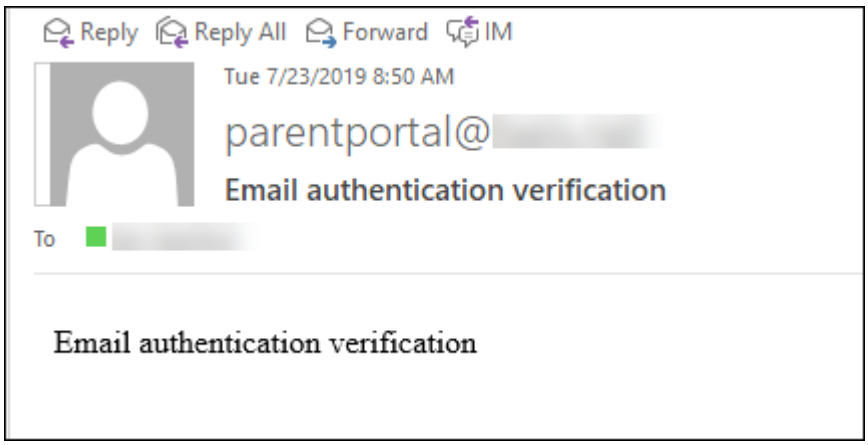
Email Authentication Verification



Email Address	Type any email address you wish to test. This allows you to confirm that SMTP and other settings are set up correctly.

❑ Click **Send**.

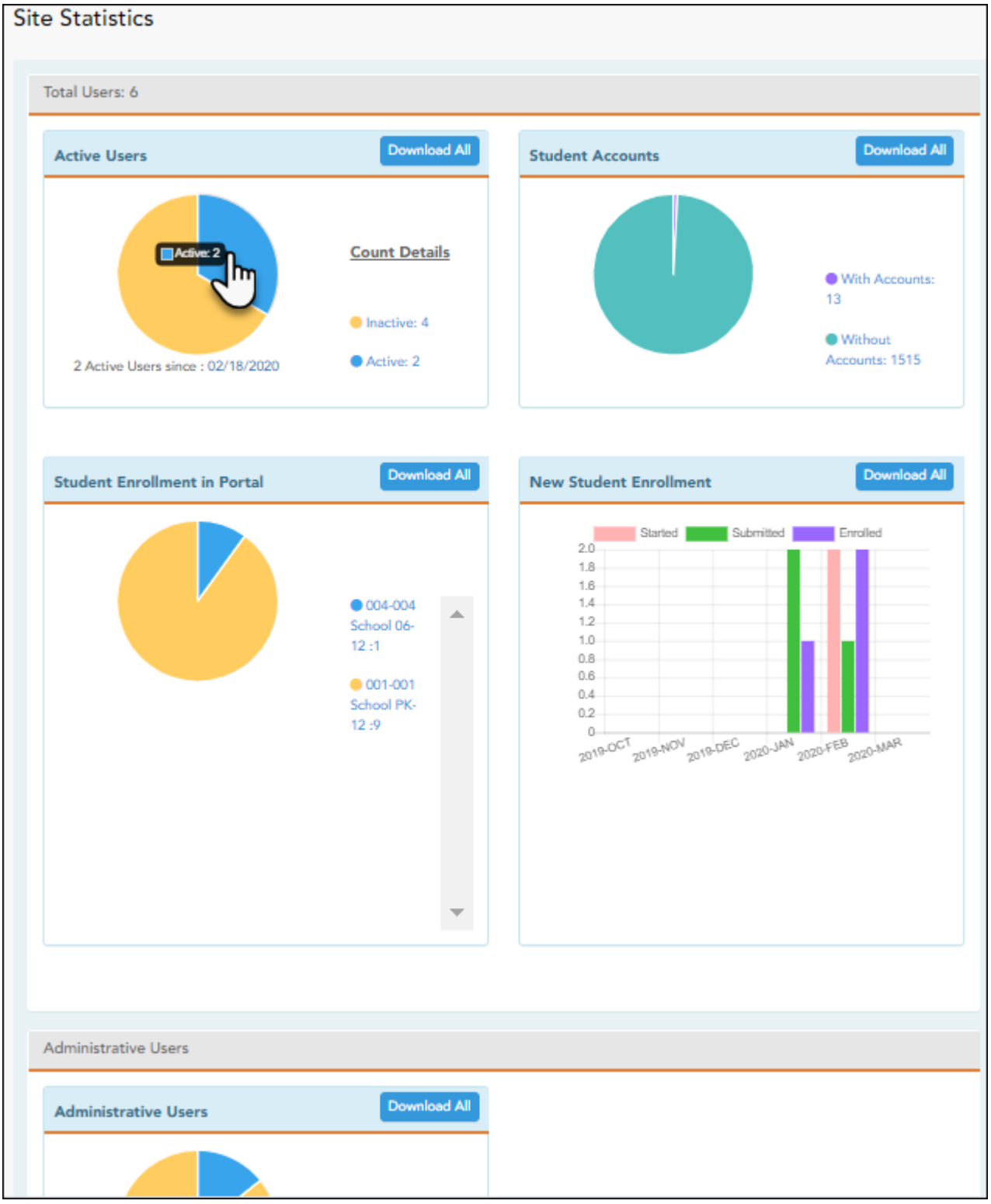
If the email address is set up correctly, a message will be delivered to that email address indicating that it was verified and functioning properly.



5. View ParentPortal usage data.

ASCENDER ParentPortal Admin > Admin Menu > Site Statistics

This page provides information about form usage across the district or campus, or for a specific parent/guardian, is displayed. Archived forms are not included in these counts.



- Click each graph to view additional details.
- Click on sections of a graph or the adjacent legend to download a csv file containing details for a particular section.

The following information is displayed:

Total Users	Provides a count of all ParentPortal users in the district.

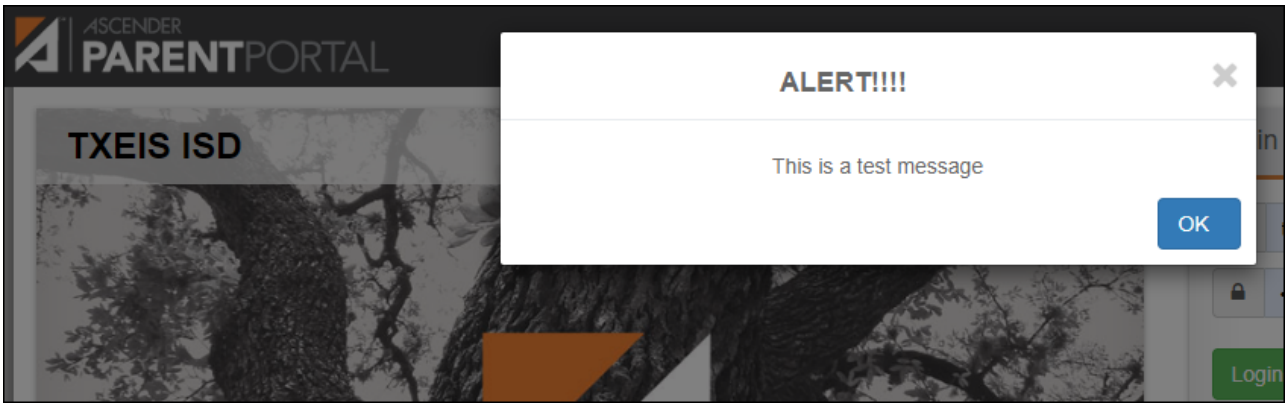
Active Users	Provides data about the number of users who have logged on since a particular date.
Student Accounts	Provides data about students associated with a ParentPortal account (includes student accounts).
Student Enrollment in Portal	Provides data about returning students who have registered online using ParentPortal (whether they have started and/or completed the process).
New Student Enrollment	Provides data about students who have enrolled online using ParentPortal (whether they have started and/or completed the process). **NOTE:** In the Status column on the downloaded spreadsheet: Code 1 = Started (pink) Code 2 = Submitted (green) Code 3 = Enrolled (purple)

Administrative Users

Administrative Users	Provides counts of district-wide and campus-wide administrative users.

6. Set an optional alert message.

   An optional alert message can be displayed on the Login page. This message is displayed in a pop-up window, and the user must click **OK** to close the window.



   The message file (alert.txt) is located on the application server. Contact your technical administrator to enable, disable, or update the message.

District: Set Up and Enable Forms

ParentPortal Admin: Enrollment, Registration, and Data Updates

District: Set Up & Enable Forms

Districts should follow these steps to manage forms for New Student Enrollment, Returning Student Registration, and Student Data Maintenance, including static printable forms, customized dynamic forms, and standard forms.

Prerequisites:

- Be sure you have considered and completed all steps in the Overview & Before You Begin list.
- You must have district-level administrative access to ASCENDER ParentPortal.
- Any static forms must be ready for upload and saved in a valid format (English and Spanish versions). All forms should be ADA compliant.

1. Upload static documents.

   ASCENDER ParentPortal Admin > Form Management > Document Upload

   This page allows you to maintain a pool of read-only static documents that once created into a static form and then added to a form group, parents can view and print as needed. These documents cannot be updated by parents online; they can be viewed, printed, completed by hand (if necessary), and returned to the campus, such as campus and district calendars, school supply lists, acknowledgement forms, or surveys. The documents may vary by district and campus.

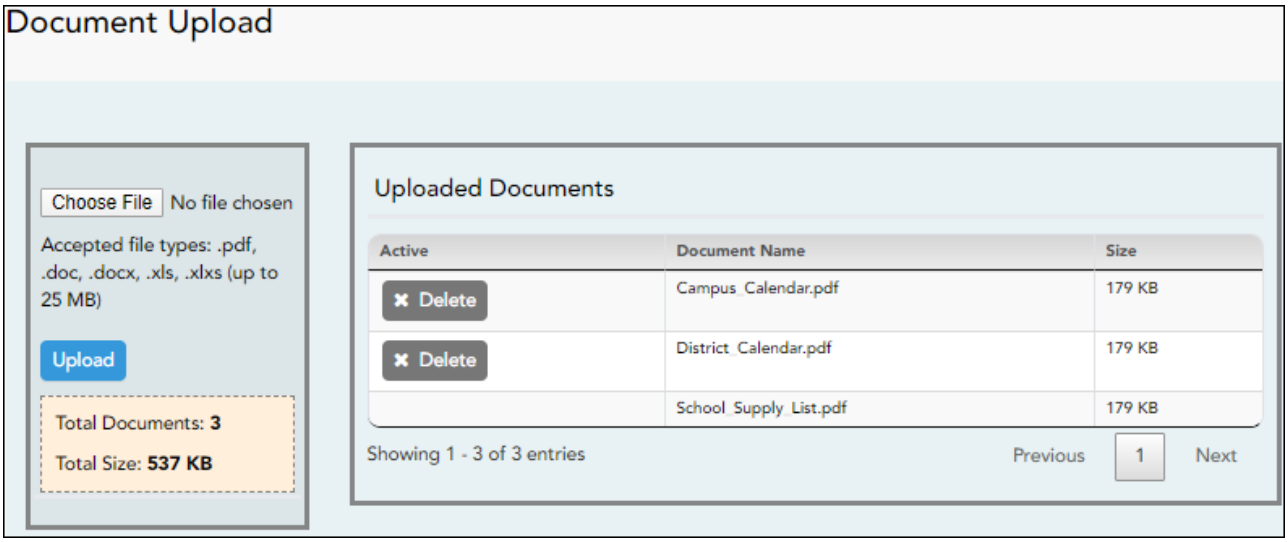
   From this page, you can upload static documents from your PC to the ParentPortal server. Once created into a static form and then added to a form group, parents will be able to access these forms from ParentPortal for online enrollment, annual online registration, and for ongoing student data maintenance.

   Your documents should be ADA compliant.

   You can upload documents in the following formats:

   - .doc or .docx (Microsoft Word)
   - .pdf (Adobe Acrobat)
   - .xls or .xlsx (Microsoft Excel)

     - On this page, you will only upload the documents. You will create a form for each document in a subsequent step using the ***Form Creator*** page.
     - If you will be creating English and Spanish versions of static forms, you must upload an English and Spanish version of each document.



Upload a document:

❑ Click **Choose File**.

Locate and select the form you want to upload. The file name is displayed.

❑ Click **Upload** to upload the selected file to the ParentPortal server.

Uploaded Documents (right)	Once uploaded, the file name and file size are displayed.

❑ Upload additional files as needed.

They are listed alphabetically.

Below the **Upload** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.

Delete a document:

❑ Under **Uploaded Documents**, click **Delete** for the document you want to delete.

NOTE: You cannot delete a document if it is in use (i.e., added to a form).

2. Edit student data fields.

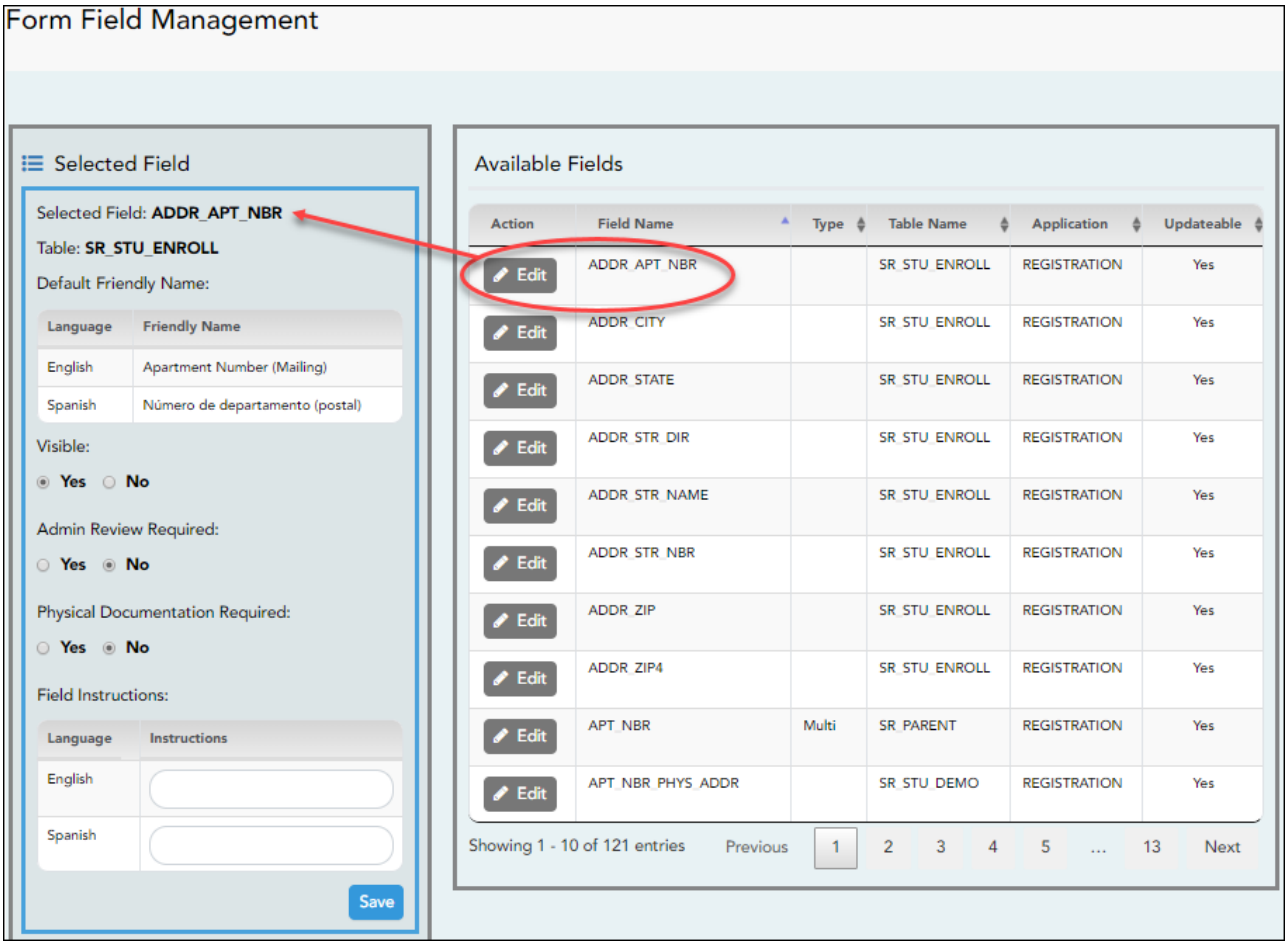
ASCENDER ParentPortal Admin > Form Management > Form Field Management

This page allows you to set options for the fields that will be used for New Student Enrollment, Returning Student Registration, and Student Data Maintenance forms. Examples of fields are first name, last name, middle name, and birth date.

The list of **Available Fields** is added automatically. For each field, you indicate if the field is visible and add any instructions. By default, all fields are visible and no action is required; however you can hide a field globally and/or add default instructions as needed.

Some districts allow you to select document storage (DOCSTOR_) fields which allow parents to upload supporting registration forms (immunization record, birth certificate, etc.).

NOTE: On this page you will set options for the fields. You will add the fields to a form in a subsequent step.



Available Fields:

NOTES:

- Default friendly names are initially provided in the program, but they can be changed by administrators as needed. This list reflects the names initially provided.
- The following fields are required: **Contact: Last Name**, **Contact: First Name**, and **Contact: Relation**.
- Field names that begin with DOCSTOR_ can be added to a form to allow parents to upload these documents. If the ParentPortal-provided standard forms are used in your district, it may not be necessary to use DOCSTOR_ fields for these particular forms.
- Field names that begin with MOCK_ are reserved for New Student Enrollment forms (special programs) and cannot be selected for any other dynamic forms.

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
ADDR_APT_NBR	Apartment Number (Mailing)	Número de departamento (postal)
ADDR_CITY	City (Mailing)	Ciudad (postal)
ADDR_STATE	State (Mailing)	Estado (postal)
ADDR_STR_DIR	Street Direction (Mailing)	Calle y número (postal)
ADDR_STR_NAME	Street Name (Mailing)	Nombre de la calle (postal)
ADDR_STR_NBR	Street Number (Mailing)	Número(postal)
ADDR_ZIP	Zip (Mailing)	Código postal (postal)
ADDR_ZIP4	Zip4 (Mailing)	Código postal4 (postal)
APT_NBR	Contact: Apartment Number	Contacto: Número de departamento
APT_NBR_PHYS_ADDR	Apartment Number (Physical)	Número de departamento (físico)
CAMPUS_CD_PRV	Previous Campus	Campus anterior
CELL_PHONE	Contact: Cell Phone	Contacto: Teléfono celular
CITY	Contact: City	Contacto: Ciudad
CITY_NAME_PHYS_ADDR	City (Physical)	Ciudad (física)
DL_NBR	Contact: Driver License Number	Contacto: Número de licencia de conducir
DL_ST	Contact: Driver License State	Contacto: Estado de licencia de conducir
DOB (SR_PARENT)	Contact: Date of Birth	Contacto: Fecha de nacimiento
DOB (SR_STU_DEMO)	Date of Birth	Fecha de nacimiento
DOCSTOR_ACCEPTABLEUSEPOLICY	Student Acceptable Use Policy	Política de uso aceptable para estudiantes
DOCSTOR_BC	Birth Certificate Document	Documento de certificado de nacimiento
DOCSTOR_CAPP	Chemical Abuse Participation Form	Formulario de participación en abuso de sustancias

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
DOCSTOR_DIRECTORY	Directory Form	Formulario del directorio
DOCSTOR_DISTRICTHANDBOOK	District Handbook	Manual del distrito
DOCSTOR_DL	Driver License Document	Documento de licencia de conducir
DOCSTOR_EMP_SURVEY	Employee Survey Form	Formulario de encuesta para empleados
DOCSTOR_ETHRACEQUESTIONNAIRE	Ethnicity and Race Data Questionnaire	Cuestionario de datos de origen étnico y raza
DOCSTOR_FAMILYSURVEY	Family Survey	Encuesta familiar
DOCSTOR_FOODALERGY*	Food and Allergy Form	Formulario de alimentos y alergias
DOCSTOR_FREELUNCH	Free Lunch (NSLP)	Almuerzo gratis (NSLP)
DOCSTOR_HISTSCHOOLATTENDANCE	History of School Attendance	Historial de asistencia escolar
DOCSTOR_HOMELANGSURVEY	Home Language Survey	Encuesta sobre idioma del hogar
DOCSTOR_IDENTITYVERIF	Identity Verification	Verificación de identidad
DOCSTOR_IMM*	Immunizations Document	Documento de inmunizaciones
DOCSTOR_MCVINTO	McKinney-Vento Form	Formulario McKinney-Vento
DOCSTOR_MILCONNECTEDSTUDATA	Military Connected Student Data	Datos de alumnos con conexiones militares
DOCSTOR_POR	Proof of Residency Document	Documento de comprobante de residencia
DOCSTOR_REGISTRATIONPACKET	Registration Packet	Paquete de registro
DOCSTOR_RELEASEOFINFO	Release of Information	Divulgación de información
DOCSTOR_SSC	Social Security Card	Tarjeta de seguro Social
DOCSTOR_STATEMENTSPECED	Statement of Special Education Services	Declaración de servicios de educación especial
DOCSTOR_STUDENTMEDIARELEASE	Student Media Release	Divulgación de información del alumno a medios de comunicación
EMAIL (SR_PARENT)	Contact: Email	Contacto: Correo electrónico
EMAIL (SR_STU_DEMO)	Student Email Address	Dirección de correo electrónico del estudiante
EMERGENCY_FLAG	Contact: Emergency Contact	Contacto: Contacto de emergencia
ETHN_HISPANIC	Hispanic/Latino	
FOOD_ALLERGY	Food Allergy	Food Allergy
GEN	Contact: Generation	Contacto: Generación
HOME_LANG_CD	Pri Language Spoken at Home	
LANG_CD	Contact: Language	Contacto: Idioma
LANG_PRI	Pri Language Spoken by Student	
MIGRANT_FLAG	Contact: Migrant	Contacto: Migrante

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
MIL_BRANCH	Contact: Branch of Service	Contacto: Rama del servicio
MIL_IND	Military Connection	
MIL_RANK	Contact: Rank	Contacto: Rango
MOCK_FOSTER_CARE	Foster care	Cuidado tutelar
MOCK_HOMELESS	Is student homeless?	¿Es un estudiante sin hogar?
MOCK_LAST_YEAR_GRADE	Last year's grade	Grado del año pasado
MOCK_PREV_IN_504	504 Program	Programa 504
MOCK_PREV_IN_ALT_PROG	Alternative Program	Programa alternativo
MOCK_PREV_IN_ARMED_FORCES	Family members serving our country	Miembros de la familia que sirven a nuestro país
MOCK_PREV_IN_BIL_ESL	Bilingual/ESL	Bilingüe/ESL
MOCK_PREV_IN_DAEP_JJAEP	DAEP/JJAEP	DAEP/JJAEP
MOCK_PREV_IN_DYSLEXIA	Dyslexia	Dislexia
MOCK_PREV_IN_GT	Was student previously in GT?	¿El estudiante estuvo antes en GT?
MOCK_PREV_IN_IMMIGRANT	Immigrant Program	Programa para inmigrantes
MOCK_PREV_IN_MIGRANT	Migrant Program	Programa para migrantes
MOCK_PREV_IN_OTHER_PROG	Other Programs	Otros programas
MOCK_PREV_IN_SOCIAL_SERVICES	Social Services	Servicios sociales
MOCK_PREV_IN_SPECIAL_ED	Special Education	Educación especial
MOCK_PREV_IN_SPECIAL_ED_TYPE	If yes, which one?	En caso afirmativo
MOCK_PRIOR_RETENTION	Prior student retention?	
NAME_F (SR_STU_ENROLL)	First Name	Nombre
NAME_F (SR_PARENT)	Contact: First Name	Contacto: Nombre
NAME_GEN_CD	Generation	Generacion
NAME_L (SR_STU_ENROLL)	Last Name	Apellido
NAME_L (SR_PARENT)	Contact: Last Name	Contacto: Apellido
NAME_M (SR_STU_ENROLL)	Middle Name	Segundo nombre
NAME_M (SR_PARENT)	Contact: Middle Name	Contacto: Segundo nombre
NAME_STU_GOES_BY	Nickname	Apodo
OCCUPATION	Contact: Occupation	Contacto: Ocupación
OTHER_PHONE_AC	Contact: Other Phone Area Code	Contacto: Código de área de otro teléfono
OTHER_PHONE_EXT	Contact: Other Phone Extension	Contacto: Extensión de otro teléfono
OTHER_PHONE_NBR	Contact: Other Phone	Contacto: Otro teléfono
PAR_NAME	Parent Name	Nombre del padre/madre
PHONE_AREA_CD	Contact: Area Code	Contacto: Código de área
PHONE_AREA_CD_BUS	Contact: Business Area Code	Contacto: Código de área del negocio
PHONE_EXT_BUS	Contact: Business Phone Extension	Contacto: Extensión del teléfono del negocio
PHONE_NBR (SR_STU_DEMO)	Student Phone	Teléfono del estudiante

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
PHONE_NBR (SR_PARENT)	Contact: Phone	Contacto: Teléfono
PHONE_NBR_BUS	Contact: Business Phone	Contacto: Teléfono del negocio
PHONE_PREF	Contact: Phone Preference	Contacto: Preferencia telefónica
PHYS_ADDR_STATE	State (Physical)	Estado (físico)
PREV_DIST	Previous District	Distrito anterior
PRI_PHONE	Primary Phone	Teléfono principal
PRIMARY_FLAG	Contact: Guardian	Contacto: Tutor
PRIORITY	Contact: Priority	Contacto: Prioridad
RACE_AMER_INDIAN	American Indian/Alaskan Native	Indio americano/Nativo de Alaska
RACE_ASIAN	Asian	Asiático
RACE_BLACK	Black/African American	Negro/Afroamericano
RACE_PACIFIC_ISL	Hawaiian/Pacific Islander	Hawaiiano/Islas del Pacífico
RACE_WHITE	White	Blanco
RCV_MAILOUTS	Contact: Receive Mailouts	Contacto: Recibir comunicaciones por correo
RELAT	Contact: Relation	Contacto: Relación
SCH_YR	Contact: School Year	Contacto: Año escolar
SCND_PHONE	Secondary Phone	
SEQ_NO	Contact: Sequence Number	Contacto: Número consecutivo
SEX	Sex	Sexo
SSN	Contact: SSN	Contacto: NSS
STATE_CD	Contact: State	Contacto: Estado
STATE_STU_ID		
STR_DRCTN_PHYS	Street Direction (Physical)	Calle y número (física)
STR_NAME	Contact: Street Name	Contacto: Calle
STR_NAME_PHYS	Street Name (Physical)	Nombre de la calle (física)
STR_NBR	Contact: Street Number	Contacto: Número
STR_NBR_PHYS	Street Number (Physical)	Número (físico)
STU_CELL_PH	Student Cell Phone	Teléfono celular del estudiante
STU_ID	Student ID	Identificación del estudiante
STU_PHONE_AC	Student Area Code	Código de área del estudiante
TRANSPORT_IND	Contact: Right to Transport	Contacto: Derecho a transportar
VEH_COLOR	Contact: Vehicle Color	Contacto: Color del vehículo
VEH_LIC	Contact: Vehicle License Plate Number	Contacto: Número de placas del vehículo

Field Name	Default Friendly Name - English	Default Friendly Name - Spanish
VEH_LIC_ST	Contact: Vehicle License State	Contacto: Estado de registro del vehículo
VEH_MDL	Contact: Vehicle Model	Contacto: Modelo de vehículo
VEH_MK	Contact: Vehicle Make	Contacto: Marca del vehículo
ZIP	Contact: Zip	Contacto: Código postal
ZIP_CODE_PHYS_ADDR	Zip (Physical)	Código postal (físico)
ZIP4	Contact: Zip4	Contacto: Código postal4
ZIP4_PHYS_ADDR	Zip4 (Physical)	Código Postal4 (físico)

❑ Under **Available Fields** (right):

A list of all available fields is displayed.

The list includes the database field name, database table name, and the application with which the field is associated (such as Registration).

Type	This field indicates if the field is from a vertical table. • blank = a single record for the student, such as a birth date (i.e., not a vertical table). • Multi = multiple records for the student, such as multiple contact records. For example, the demo contact table has a sequence identifier for each person entered. • sequence number = a hard-coded sequence resulting in a static number of multiple-records. If there are two contacts entered, they would have sequence numbers of 01 and 02.
Updateable	This field indicates if the data in the field can be updated by a parent. This is set automatically and cannot be changed.

❑ Click **Edit** to edit settings for a particular field.

The **Selected Field** section is displayed on the left side of the page.

❑ Under **Selected Field** (left), modify information for the selected field as needed.

Selected Field	The database name for the selected field is displayed. For a field in a vertical table, an asterisk or a sequence number is displayed in parentheses next to the field name.
Table	The database name for the table in which the selected field exists is displayed.

Default Friendly Name	A friendly name for the selected field is displayed as it will appear on the form in both English and Spanish. For example, if the database field name is DOB, the friendly name might be *Date of Birth* (English) and *Fecha de nacimiento* (Spanish). The friendly name is set automatically and cannot be changed from this page; however, you can modify the friendly name when you add it to a form in a subsequent step. **Language Friendly Name:** Friendly field names are automatically provided for both languages.
Visible	Yes - Allow the field to be displayed for the parent on a form in ParentPortal. No - The field will not be displayed on any forms for parents to see. If No, this setting overrides all other visibility settings.
Admin Review Required	This field is not in use at this time. Whether you select Yes or No, all changes submitted by a parent must be reviewed by an administrator before they can be reviewed.
Physical Documentation Required	This field is not in use at this time.
Field Instructions	Type any special instructions for the parent that are specific to the field, up to 255 characters. **Language:** **Instructions:** Any instructions should be provided in both English and Spanish. **NOTE:** If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.

❑ Click **Save**.

❑ Repeat for each field that will be used in a form.

3. Create a form.

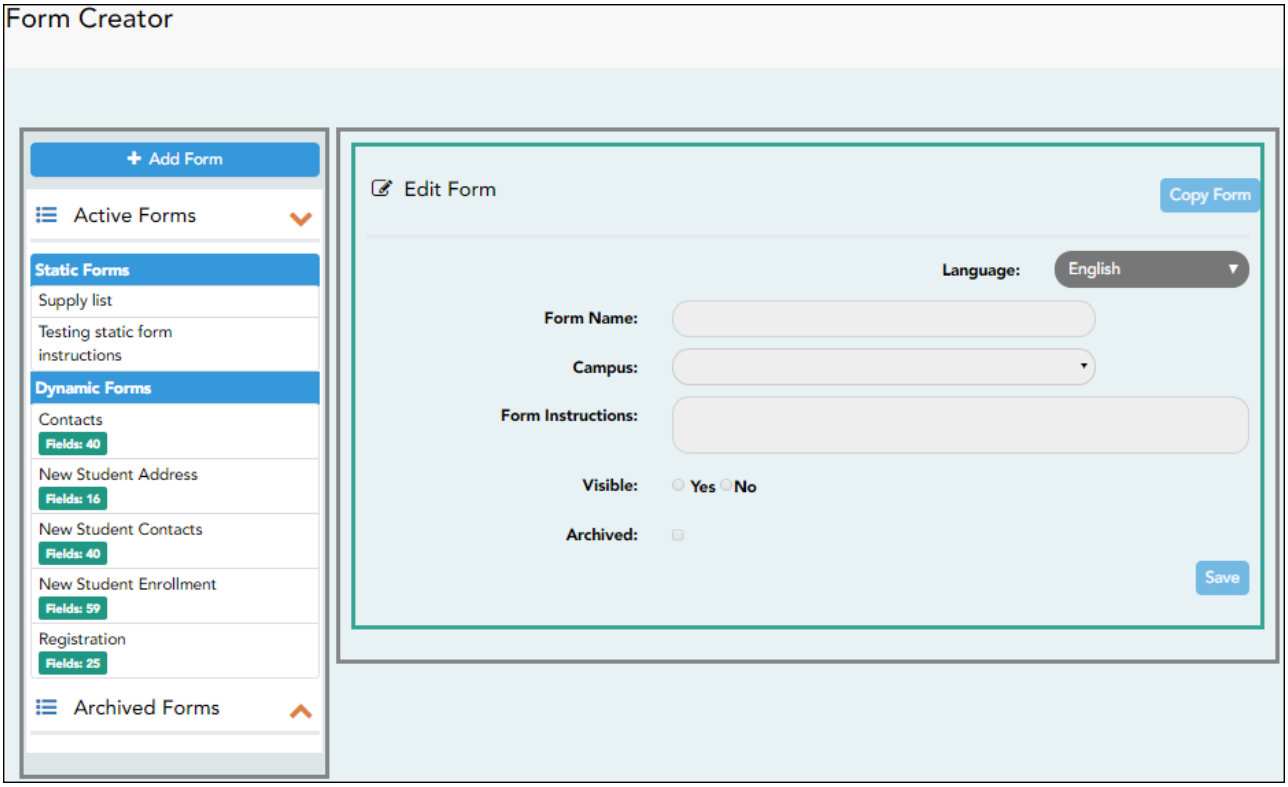
ASCENDER ParentPortal Admin > Form Management > Form Creator

The Form Creator allows you to create new forms, as well as delete and edit existing forms.

Two types of forms can be created:

- **Static forms** can be created using the static documents you have already uploaded.
- **Dynamic forms** can be created using the fields you selected in previous steps.

NOTE: A form must be added to a group in order to be accessible to parents. You will add the form to a group in a subsequent step.



On the left side of the page, any existing forms are listed.

- **Active Forms** are listed first, and **Archived Forms** are listed below active forms.

  - Click to hide **Active Forms** or **Archived Forms**.
  - Click to re-display **Active Forms** or **Archived Forms**.

- Forms are automatically grouped by form type (**Static** first, then **Dynamic**).

  Forms that have an uploaded document attached are listed under **Static**.
  Forms that do not have an uploaded document attached are listed under **Dynamic**.

- Under **Active Forms - Dynamic**, three 'New Student' forms are included by default:

  • New Student Enrollment
  • New Student Contacts
  • New Student Address
  The following forms are also included by default:
  • Contacts
  • Registration

- **Fields: #** indicates the number of fields that have been added to a dynamic form. Static forms do not have fields.

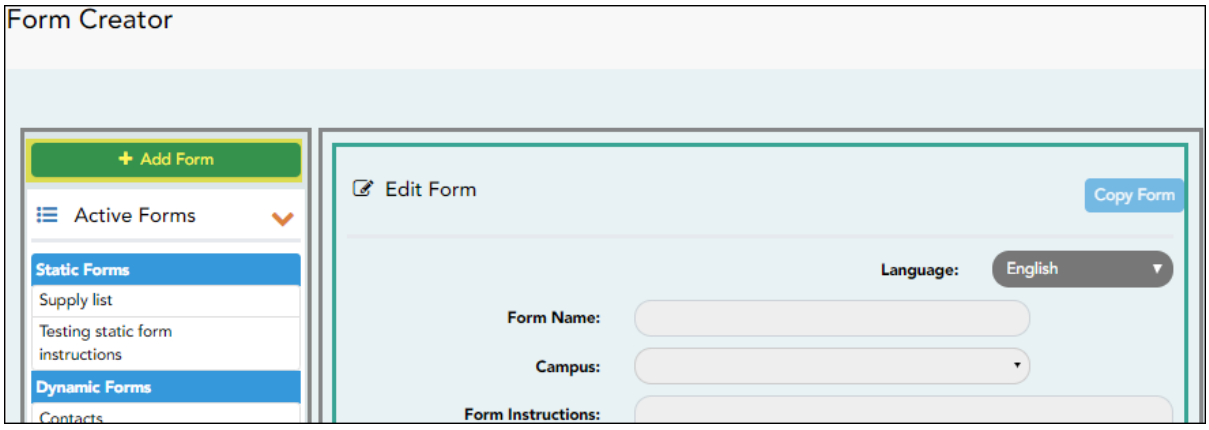
- Hover over the form and click the preview icon to preview the form.

The form opens in a pop-up window or different tab allowing you to view the form as it will be displayed to parents in ParentPortal. In the preview window, data cannot be edited or saved.

Create a new form:

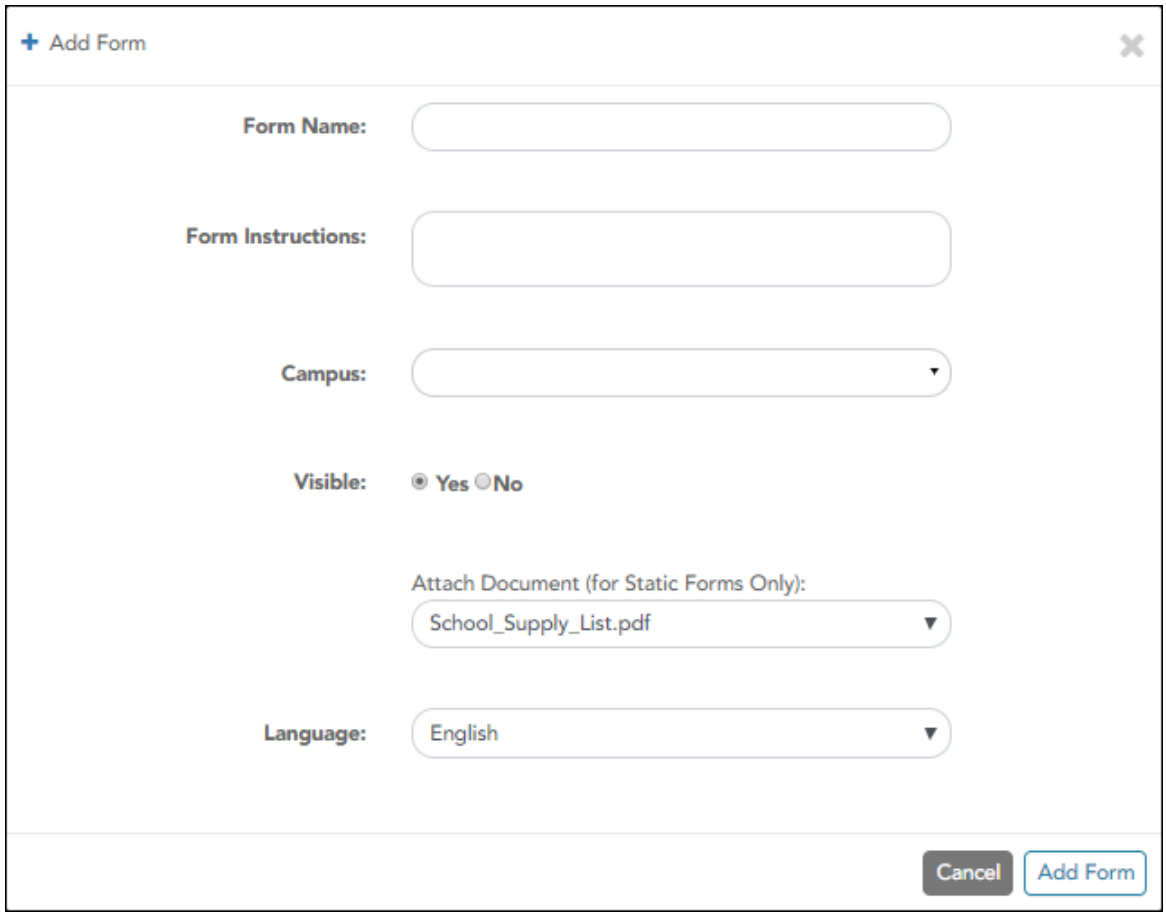
1. Create a static form using an uploaded document.

If you uploaded any documents on Document Upload, you must create a form with each document in order to make it accessible to parents. If you have English and Spanish versions of documents, you must upload each document individually.



❑ Click **Add Form**.

A pop-up window opens.



Form Name	Type a name for the form. For a Spanish form, provide the name in Spanish.
Form Instructions	Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
Campus	Select a campus in order to assign the form to a specific campus. Or, select *All Campuses* if the form is used for all campuses in the district. If you select *All Campuses*, each campus is listed, and you can remove individual campuses if needed.  **NOTE:** If you select *All Campus* by mistake, click *Cancel All* to clear all campuses at once.
Visible	Select **Yes** if you want the form to visible to parents in ParentPortal.
Attach Document	Select the form from the list in the drop-down field. For a Spanish form, be sure to select the Spanish version of the form.
Language	Select the language of the form.

❑ Click **Add Form**.

The form is added to the **Active Forms** list on the left side of the page, under **Static Forms**.

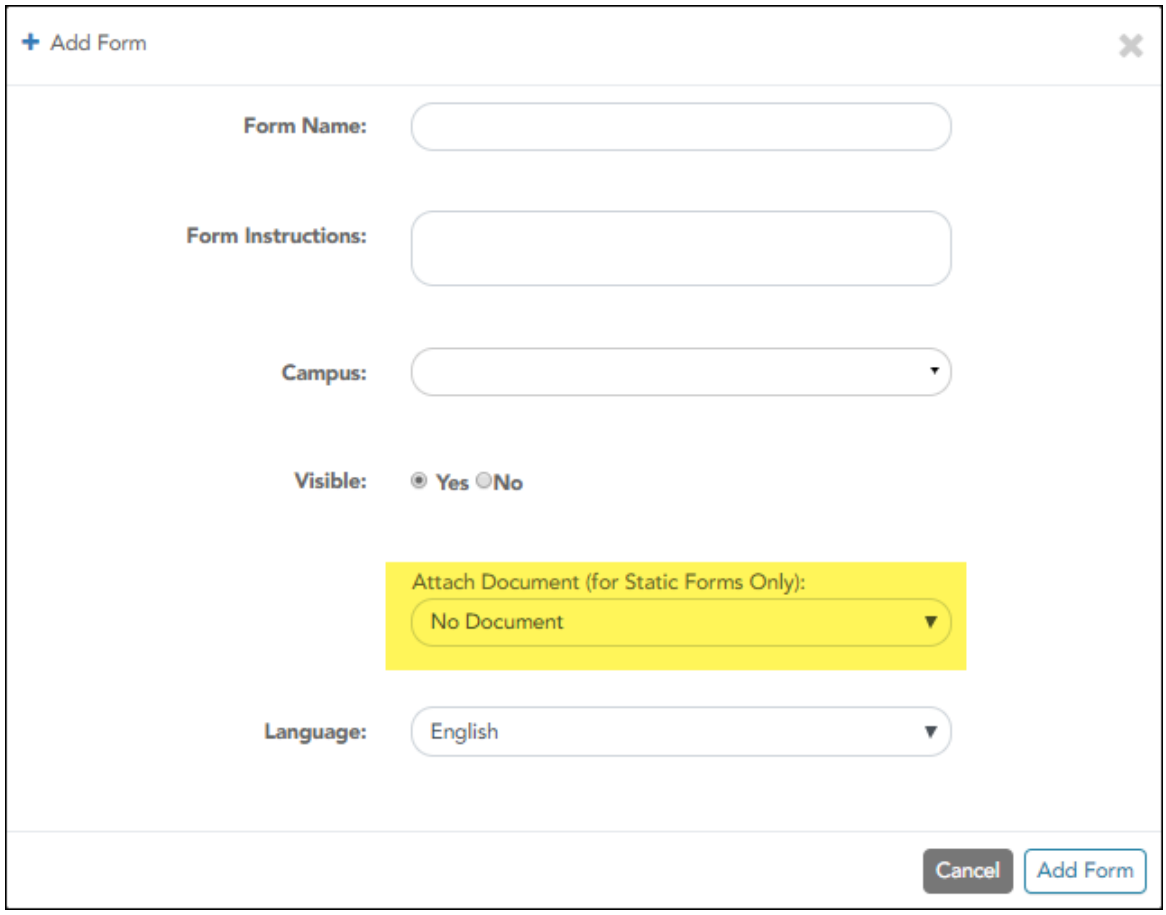
❑ Repeat for all remaining static documents, including Spanish documents.

2. Create/edit a dynamic form using data fields.

Dynamic forms are built using the fields from Forms Field Management.

❑ Click **Add Form**.

A pop-up window opens.



Form Name	Type a name for the form. For a Spanish form, provide the name in Spanish. At this time, user's may alter an existing Dynamic Form's **Form Name** field by following these steps: Select the Dynamic Form to modify. Click **Copy Form**. Then modify the **Form Name** field of the copied Dynamic Form. **This will be corrected with future programming.**

Form Instructions	Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
Campus	Select a campus in order to assign the form to a specific campus. Or, select *All Campus* if the form is used for all campuses in the district. If you select *All Campus*, each campus is listed, and you can remove individual campuses if needed.  **NOTE:** If you select *All Campus* by mistake, click *Cancel all* to clear all campuses at once.
Visible	Select **Yes** if you want the form to visible to parents in ParentPortal.
Language	Select the language of the form.

IMPORTANT: For a dynamic form, leave the drop-down field set to *No Document*.

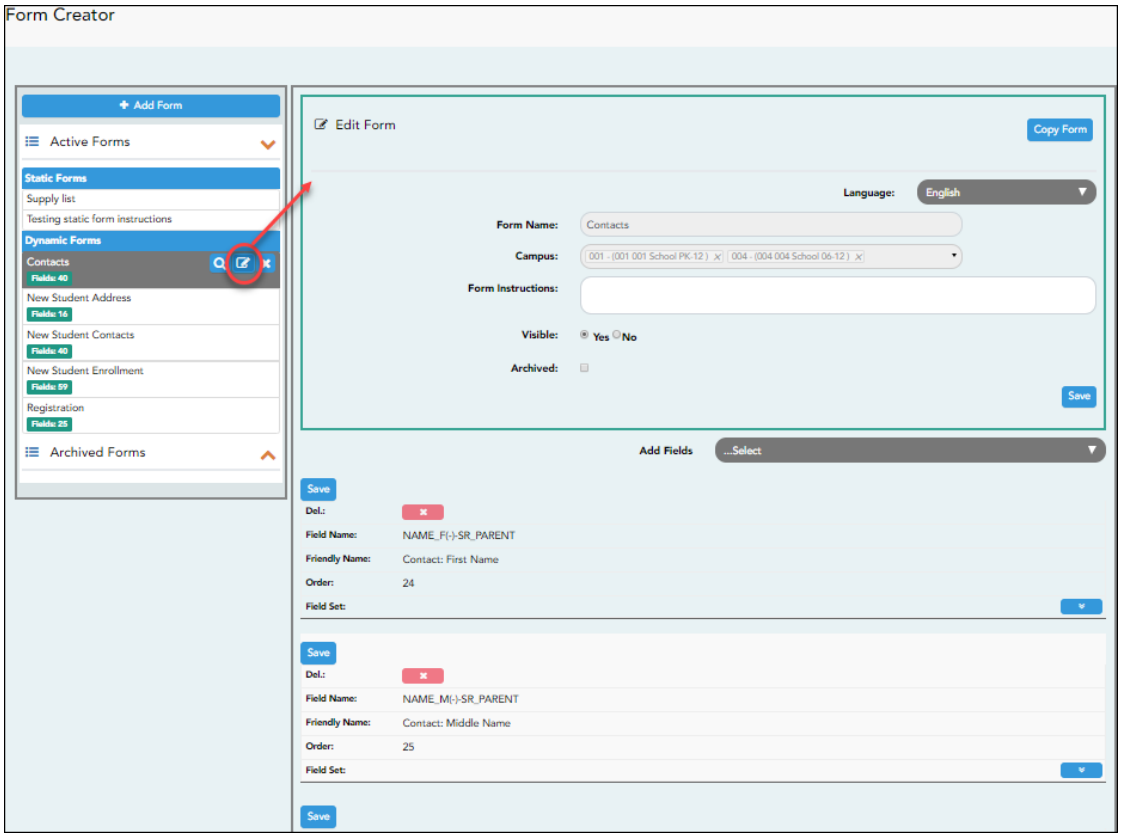
❑ Click **Add Form**.

The form is added to the **Active Forms** list on the left side of the page, under **Dynamic Forms**.

❑ Under **Active Forms**:

 - Hover over the new or existing dynamic form and click the edit icon.

The form details open in the **Edit Form** section (right side) where you can add or edit details:



Form Name	The name entered on the previous page is displayed and can be modified. Type a name for the form. For a Spanish form, provide the name in Spanish.
Form Instructions	The instructions entered on the previous page are displayed and can be modified. Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
Campus	The campus(es) selected on the previous page are displayed and can be modified. Select *All Campus* if the form is used for all campuses in the district. If you select *All Campus*, each campus is listed, and you can remove individual campuses if needed.  **NOTE:** If you select *All Campus* by mistake, click *Cancel all* to clear all campuses at once.
Visible	The setting entered on the previous page is displayed and can be modified. Select **Yes** if you want the form to visible to parents in ParentPortal.
Archived	Select to archive the form, which allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes. Archived forms are not visible in ParentPortal. *New Student Enrollment* forms cannot be archived.

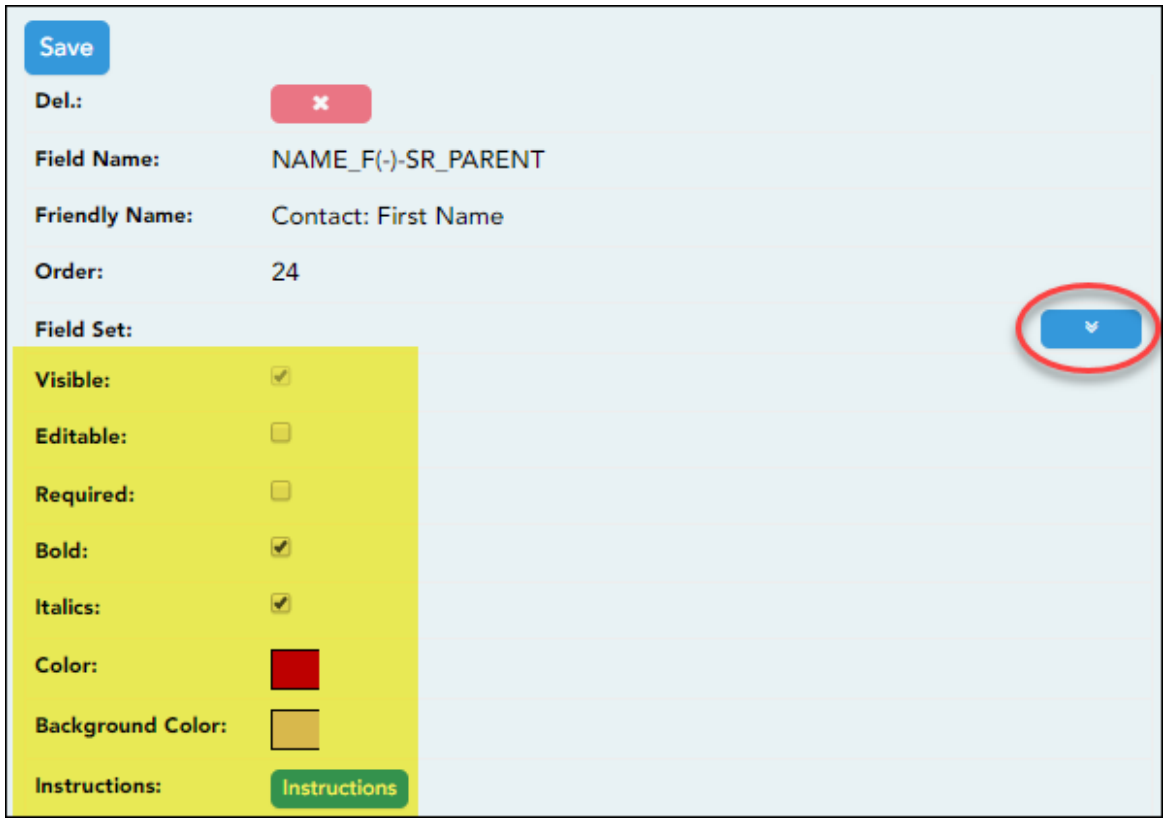
❑ Click **Save**.

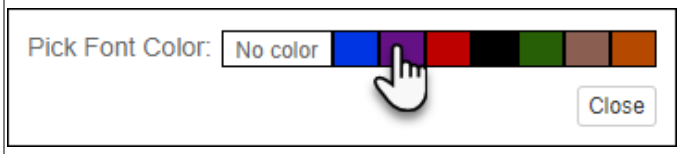
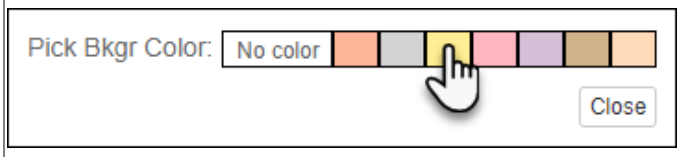
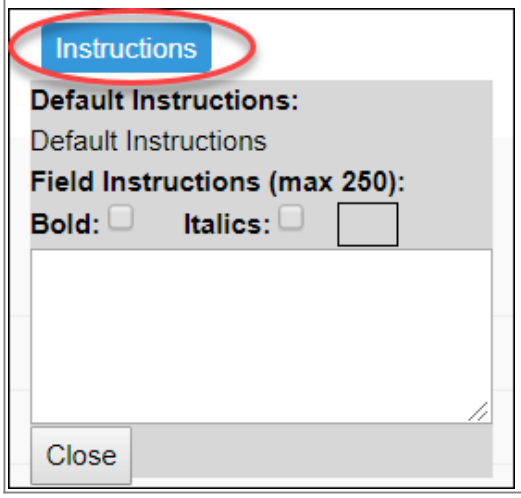
❑ Select the fields to include on the form from the drop-down list:

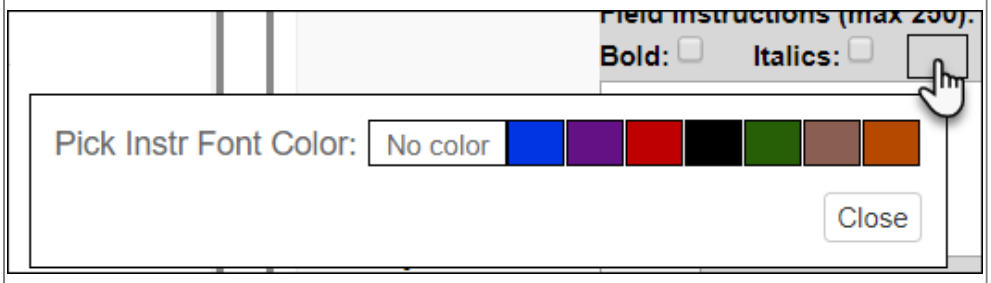
NOTE: You must save changes for each field individually.

Field name	The selected FIELD-NAME(-)-TABLE-NAME is displayed.
Friendly Name	The English default friendly name is displayed. Modify the name as needed.
Order	A default order number is assigned. (Optional) Indicate the order in which you want the fields to be displayed on the form. For example, type 1 if you want to field to be displayed at the top of the form.
Field Set	Use this column to group related fields together in the form. For example, you could type 'Mailing Address' for all fields that are related to the student's mailing address. The fields that you want to physically group together should also be together as indicated by the **Order** field. The fields with the same **Field Set** are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a *Field Set* specified. Field Set does not apply to *New Student Enrollment* Forms.

 - Click to view additional fields.



Visible	Select if you want the field to be visible to parents on the form. Clear the check box if you do not want the field visible to parents. For example, you can hide the four-digit zip code extension. The setting of this field overrides all other visibility settings.
Editable	Select to allow parents to update data in this field from the form. • If selected, the form field will be editable, but only if the field is also set to **Updateable**=true on Form Field Management. • If not selected, this will override the other setting, and the form field will not be editable. This setting does not apply to New Student forms.
Required	Select if the field is required of the parents. If this field is selected, be sure **Edit** is also selected.
Bold	Select if you want the field to be displayed in a bold font.
Italics	Select if you want the field to be displayed in an italic font.
Color	Click the box to select a color for the field text, if you prefer a color other than black. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black).  Click a color to select it, and the window closes.
Background Color	Click the box to select a background color for the field. A pop-up window opens that provides seven background color choices, as well as the option for no color.  Click a color to select it, and the window closes. The form is automatically shaded with an alternating (light/dark) gray background when displayed for parents in ParentPortal. If you do not select a color, or if you select **No Color**, the background will be gray.
Instructions	
Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens.  	

Default Instructions	Any instructions entered above are displayed. They cannot be changed here.
Field Instructions	Add or update any additional instructions for the field. These instructions will be appended to the **Default Instructions** when the parent accesses the form in ParentPortal.
Bold	Select if you want the instructions to be displayed in a bold font. This selection will apply to all text typed in the **Field Instructions** area.
Italics	Select if you want the instructions to be displayed in an italic font. This selection will apply to all text typed in the **Field Instructions** area.
Color	Click the box if you want the instructions to be displayed in a color. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black).  Click a color to select it, or click **No Color**, and the window closes. This selection will apply to all text typed in the **Field Instructions** area.

❑ Click **Close**.

 - Click the corresponding delete icon to remove a column from the form.

It is removed from the list, but it is not actually deleted until you click **Save**.

❑ Click **Save**.

NOTE: If you created a form with fields from a vertical table, some required additional fields may be added automatically. If so, a message is displayed prompting you to review the fields before saving.

Note the added fields. These fields cannot be removed; the delete icon  is not displayed.

❑ Click **Save**.

Form field edits

3. Edit settings for a 'New Student' form.

New Student forms are dynamic forms used specifically for the new student enrollment process. Several *New Student* forms are included automatically and already have columns (i.e., fields) added.

- New Student Address
- New Student Contacts
- New Student Enrollment

These forms cannot be deleted or renamed; however, you can modify some of the default settings for each form column. See the **Create/edit a dynamic form using data fields** section for more details.

Under **Active Forms**:

 - Hover over a 'New Student' form and click the edit icon.

The form details open in the **Edit Form** section (right side) where you can add or edit details as described previously.

 - To remove a column from the form, click the corresponding delete icon.

It is removed from the list, but it is not actually deleted until you click **Save**.

❑ Click **Save**.

4. Create a new form by copying an existing form.

An existing static or dynamic forms can be duplicated and renamed.

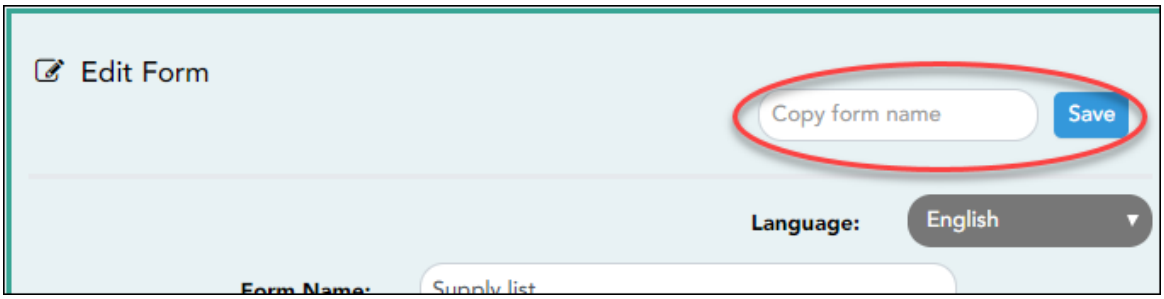
Only saved changes are copied to the new form; unsaved changes are not copied.

❑ Click **Copy Form** to create a new form that is an exact duplicate of the form you are copying.



A text box is displayed allowing you to type a name for the new form.

The new form name cannot already be in use by another form, and it must be three or more characters.



❑ Type the new form name and click **Save**.

The new form is now displayed on the **Active Forms** list and can be modified as needed.

New forms are initially displayed at the top of the list. Once the page is refreshed, the form is sorted alphabetically with the section.

5. Create a custom form.

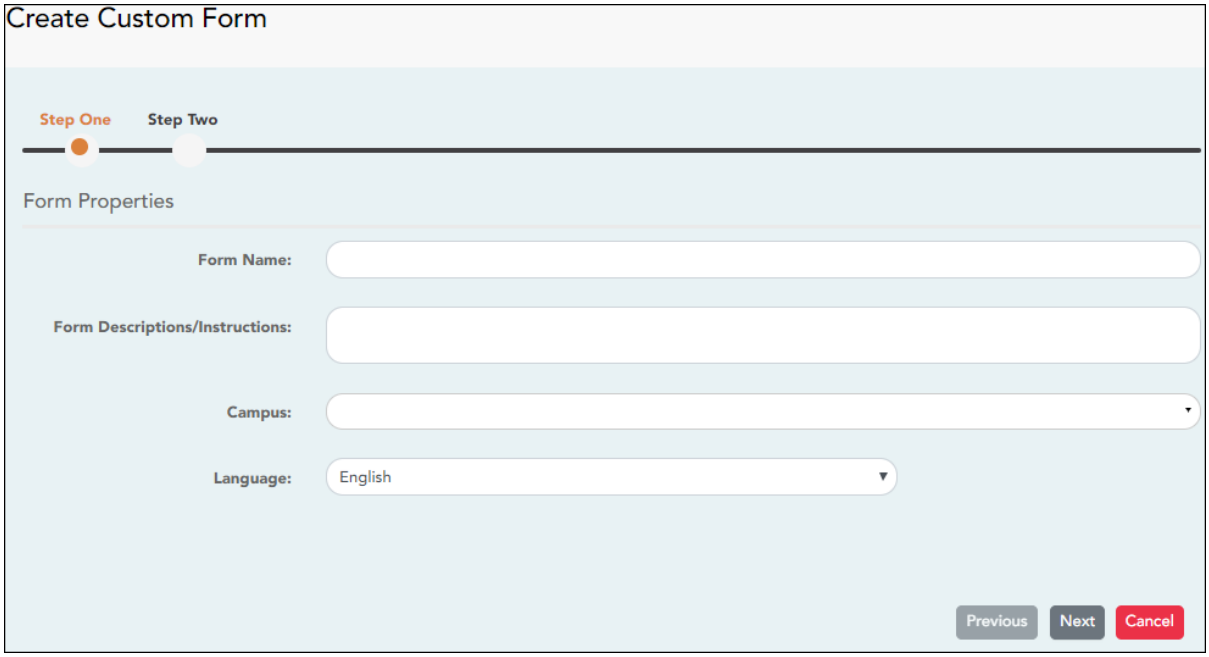
ASCENDER Parent Portal Admin > Form Management > Custom Forms > Create Custom Form

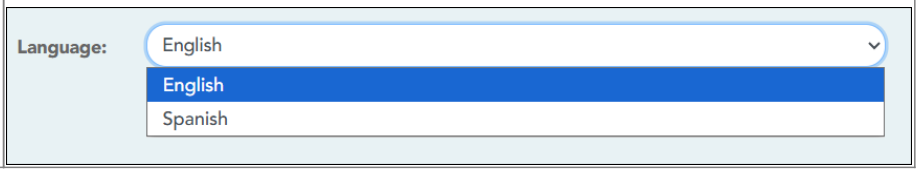
Step 1

If selecting *English and Spanish* for **Language**, the English version will be created first. To translate into a Spanish version, use Custom Forms > Edit Custom Forms.

Form Properties:

❑ Add the form.

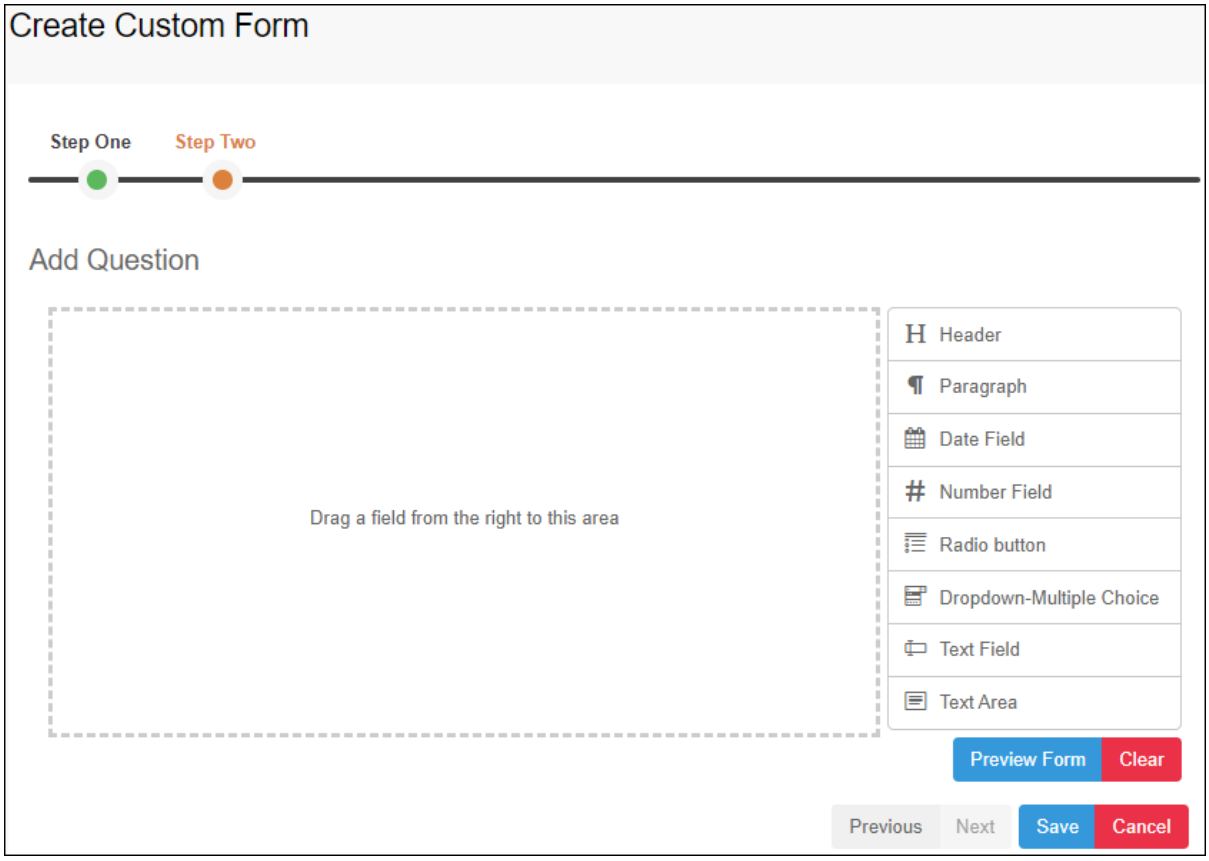


Form Name	Type a name for the form, using up to 50 characters. For a *Spanish* form, provide the name in Spanish.
Form Descriptions/Instructions	Type any specific district-level instructions for the form, using up to 500 characters. For a *Spanish* form, provide the instructions in Spanish.
Campus	(Required) Select a campus in order to assign the form to a specific campus. Or, select *All Campuses* if the form is used for all campuses in the district. If you select *All Campuses*, each campus is listed, and you can remove individual campuses if needed.  **NOTE:** If you select *All Campus* by mistake, click *Cancel All* to clear all campuses at once.
Language	Select the language of the form. **WARNING:** Once the language option is selected, it cannot be changed. 

❑ Click **Next**.

Step 2

Question Format Types:



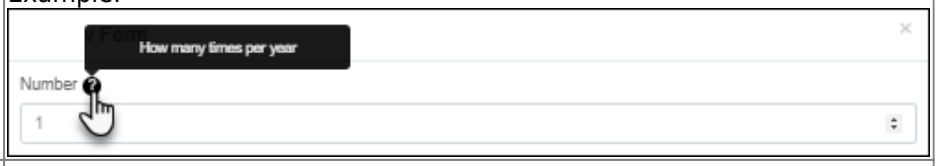
❑ You can add a variety of elements to your form.

- Drag the element from the right to the blank area in the middle.
- You can drag and drop the elements to re-position them within the form.
- Click **Preview Form** any time to see how the form will look to parents.

The following two options allow you to provide headings and instructions on the form.

Header	Select to add a heading, up to 50 characters. Example: 
Paragraph	Select to provide one or more sentences in the form, such as instructions, up to 1000 characters. Example: 

The following question format types refer to the answer you are soliciting from the parent.

Date Field	The parent will be asked to type a date or select a date from a calendar widget. Example: 
Number Field	The parent will be asked to enter a number, such as a phone number, street number, or quantity. Example: 
Radio button	The parent will be asked to select one of several options (multiple choice, one answer). Example: 
Dropdown-Multiple Choice	The parent will be asked to select an option from a drop-down list (one or multiple selections). Example: 
Text Field	The parent will be asked to enter a few words or less. You can specify the maximum number of characters the parent can enter. Example: 
Text Area	The parent will be asked to enter a text response that may require more then a few words. You can specify the maximum number of characters the parent can enter. Example: 

All question format types allow the following properties to be set:

NOTE: For *Spanish* forms, provide this information in Spanish.

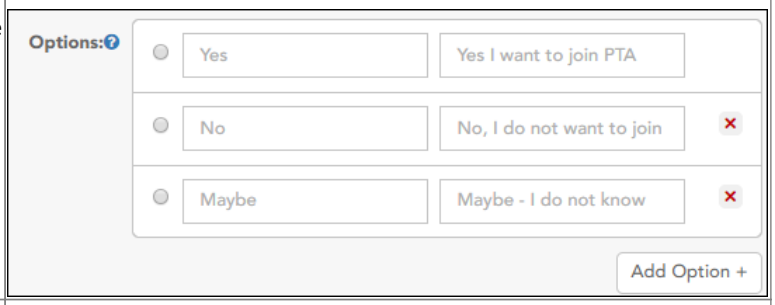
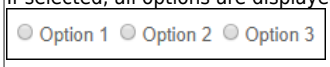
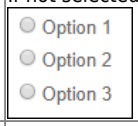
TIP: Be sure to add questions to the custom form that help identify the student that the information is being gathered for (e.g., What is your student's first name? What is your student's last name? Grade Level? What school does your child attend? (multiple choice)). The form results do not automatically provide default information such as first name, last name, grade level, campus.

Required	Select if parents are required to answer this question.
Label	Type the question as you want it to appear in ParentPortal. **NOTE**: Labels should be different for each field on individual forms. This text is for internal use when viewing custom form data.
Tool Tip	Type further instructions for the question if needed. This will be displayed when a parent hovers over a question mark icon next to the field.
Placeholder Text	Type any text that you want to appear in the field, such as a sample answer or guidance. For example, in an email field, you may type *name@email.com*. The parent's actual answer will overwrite any placeholder text. For **Date Field**, the placeholder text is always mm/dd/yyyy.

The following properties depend on the type of question format type selected:

NOTE: For *Spanish* forms, provide this information in Spanish.

Property	Question Type(s)	Description
Size	Header	Select the font size for the header.
Description	Paragraph	Type any instructions or information about the form.

Property	Question Type(s)	Description
Options	Radio button, Dropdown-Multiple Choice	Type each option the parent can choose from. There are two fields for each option: • In the left field, type the option as it should be displayed in ParentPortal. • In the right field, type the option the way you want it to appear in the response. Parents will not see this name; it is for internal use only. It is okay for these to be the same. • Click **Add Option +** to add as many options as needed. • Click ✕ to remove an option. 
Allow Multiple Selections	Dropdown-Multiple Choice	Indicate if the parent can choose more than one option.
Display Options Horizontally	Radio button	If selected, all options are displayed on the same row.  If not selected, each option is displayed on a separate row. 
Default Value	Date Field	Indicate the default value. If entered, it will be displayed initially, rather than the Placeholder text. If the parent deletes the default value, the **Placeholder Text** is displayed.
Minimum/Maximum Number	Number Field	Specify a range of numbers that are allowed.
Minimum/Maximum Date	Date Field	Specify a range of dates that are allowed.
Maximum Characters	Text Field, Text Area	Indicate the maximum number of characters the parent can enter.
Number of Rows	Text Area	Specify how tall the text area is. The number of rows does not affect the number of characters the parent can enter.
Input Type	Text Field, Text Area	Select the type of text you are asking the parent to enter.

❑ You can further adjust the form. Hover over each question in the form:

✕ - Click to remove the question from the form.

✎ - Click to view/modify the properties of the question.

Click **Close** to collapse (i.e., hide) the properties for a particular question.

⧉ - Click to duplicate the question including its properties.

❑ Click **Clear** if you need to remove all questions from the form and start over.

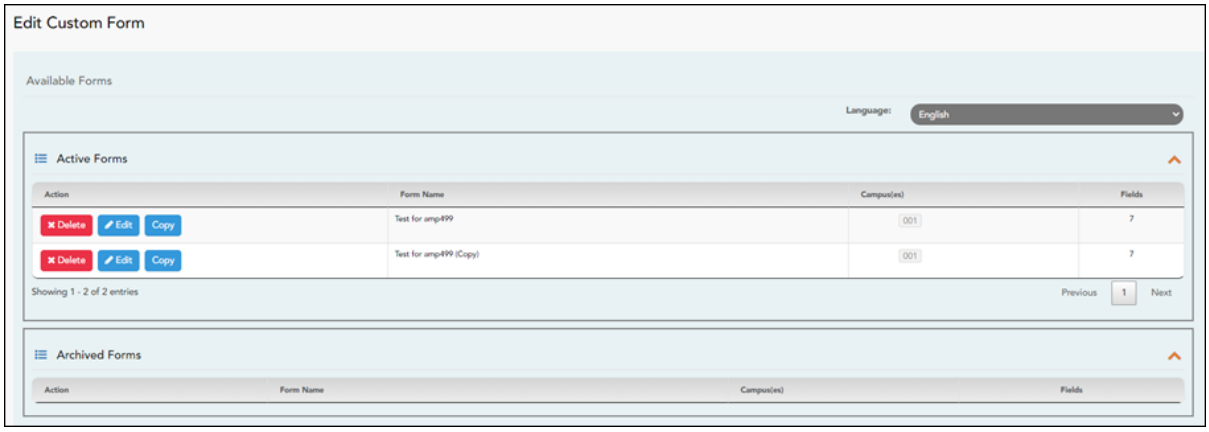
❑ Click **Save**.

❑ Click **Previous** if you need to return to Step 1 to modify form properties.

NOTE: A custom form must be added to either the Returning Student Registration or Student Data Maintenance group (under **Form Group Management**) to be visible to parents. Custom forms are not available for use in New Student Enrollment.

ASCENDER Parent Portal Admin > Form Management > Custom Forms > Edit Custom Form

This page allows you to view or modify existing custom forms that you have created. Copy allows you to copy a form and add or remove fields.



Your existing custom forms are listed. **Active Forms** are listed first, and **Archived Forms** are listed below active forms.

To translate an *English and Spanish* form into Spanish, select Spanish from the **Language** drop-down menu and select **Edit**.

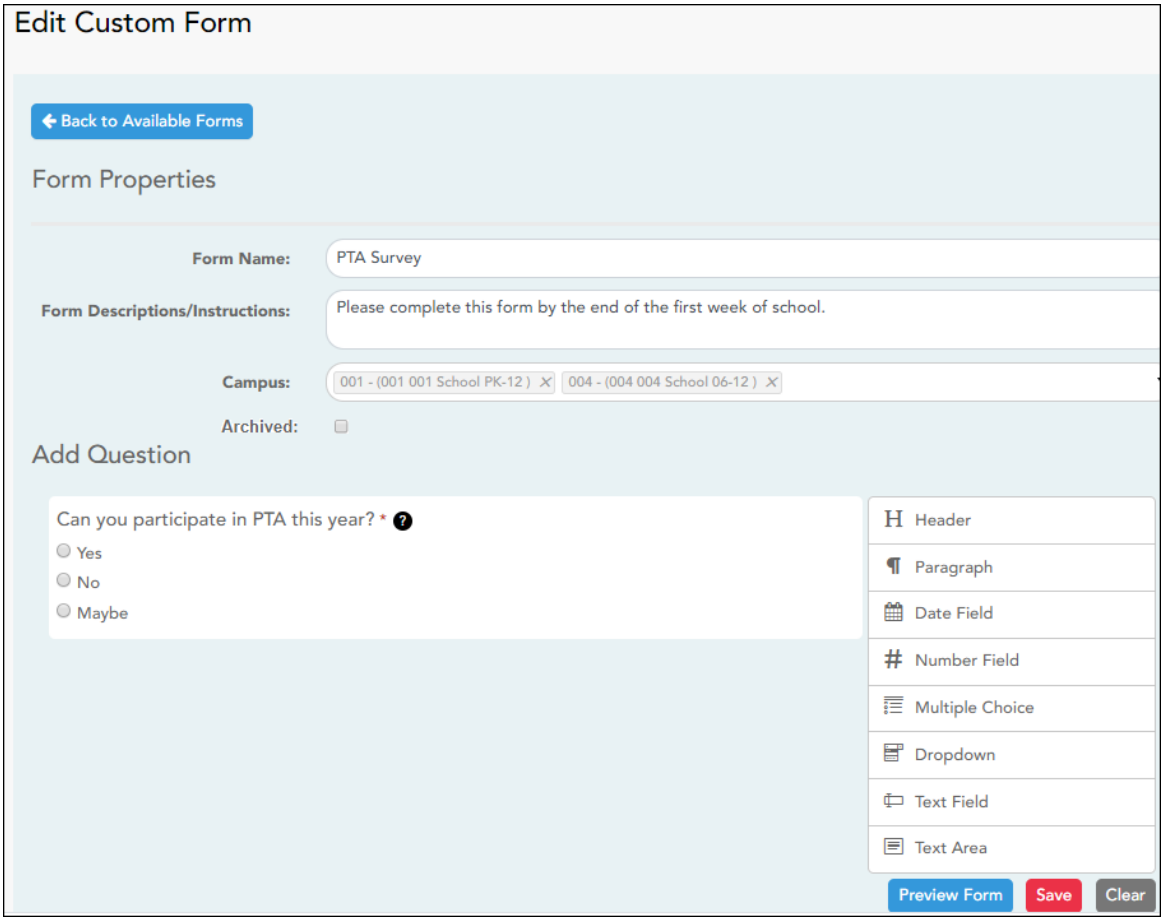
WARNING: When translating into Spanish, only translate the text, **do not** change the order of the Questions or add any Questions. Doing so will cause data in the Spanish version to become out of sync with the English version.

❑ Click **Edit** to view/modify a form.

The form opens in editing mode. You can make changes as described on Custom

Forms > Create Custom Form.

NOTE: Custom Forms with data attached have limited edit capabilities. The campus cannot be edited and fields cannot be rearranged, deleted or duplicated. If major changes are required, it is recommended to use the **Copy Form** feature to create a new form.



How to Check Your File

You can quickly check your content by copying it into Notepad. This removes hidden formatting that may cause issues.
After pasting, please review the following:

- Check quotation marks
  - Ensure all quotes appear as: ' '
  - Replace any curly quotes such as: “”
- Remove extra spacing
  - Delete any unnecessary line breaks or blank lines
- Review backlashes \ \
  - If you see \, confirm it is intentional

- Remove unusual characters
    - If anything looks incorrect or out of place, delete and retype it
- Keep formatting simple
    - Use standard letters, numbers, and basic punctuation only

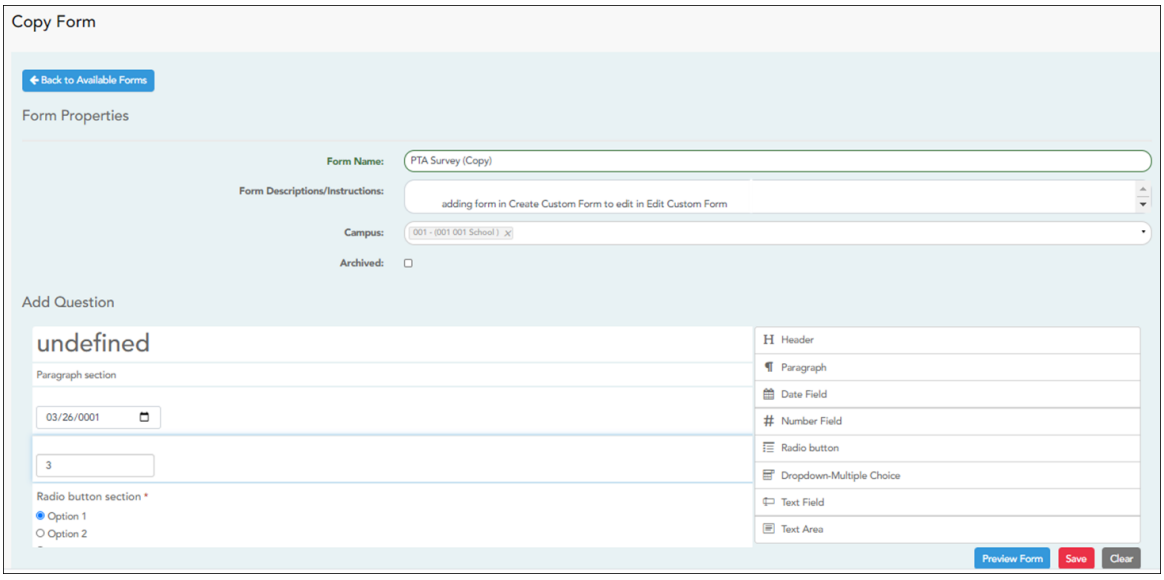
Characters That May Cause Issues

The following characters need special handling and may cause errors if not formatted correctly:

- Quotation mark (' ') > use \“
- Backslash (\) > use \ \
- Forward slash (/) > can be written as \/
- Backspace > \b
- Form feed > \f
- New line > \n
- Carriage return > \r
- Tab > \t

❑ Or, click **Copy** to copy a form.

The form opens in editing mode. You can make a copy of a form and add or remove fields as described on Custom Forms > Create Custom Form. The **Form Name** field is limited to 50 characters.



❑ Select **Archive** to archive the form.

Archiving allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes.

❑ Click **Back to Available Forms** to return to the list of existing custom forms.

❑ Click **Delete** to delete a custom form.

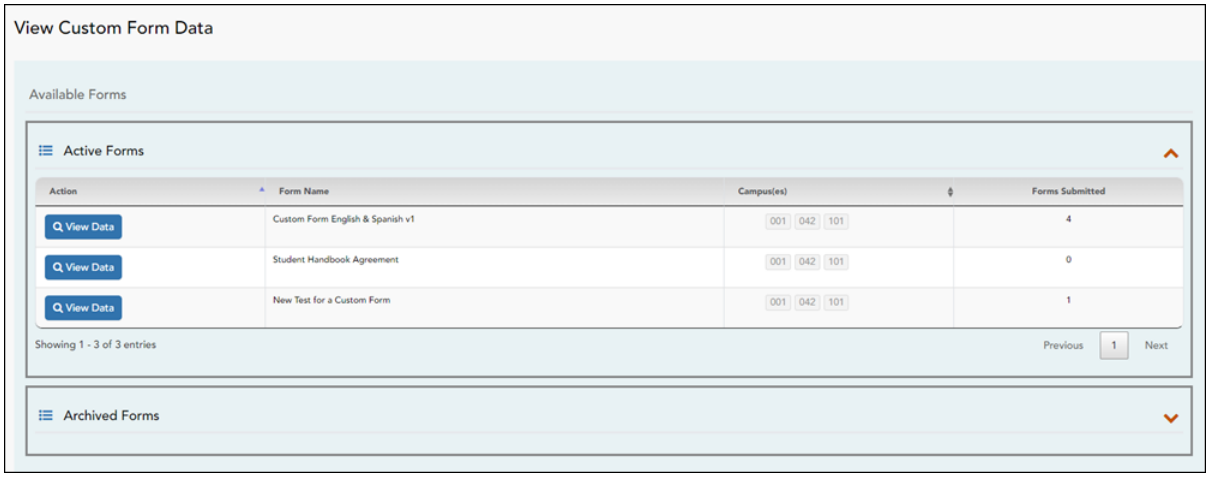
> **NOTE:** A custom form cannot be deleted if there is data associated with it.

ASCENDER Parent Portal Admin > Form Management > Custom Forms > View Custom Form Data

This page allows you to view data submitted by parents in custom forms.

Your existing custom forms are listed. **Active Forms** are listed first, and **Archived Forms** are listed below active forms.

> **NOTE**: Archived forms are forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes.

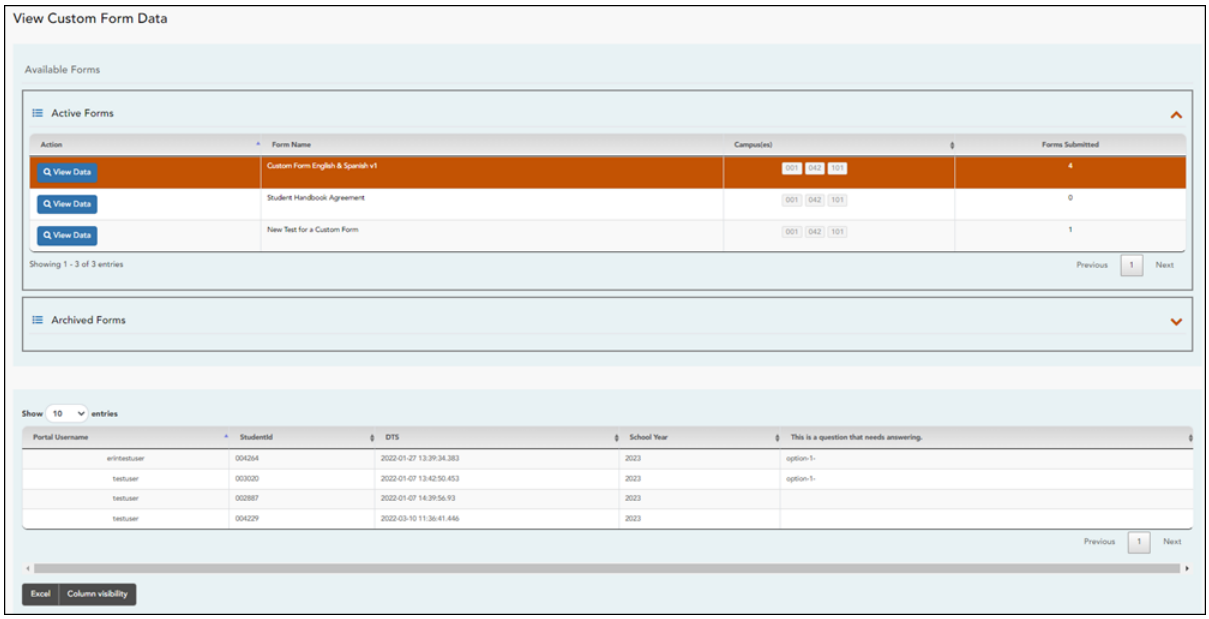


Form Name	The name of the custom form is displayed, as entered in Step 1 on the Create Custom Form page.
Campus	The campuses using the custom form are listed.
Forms Submitted	The number of form responses submitted by parents is displayed.

❑ Click **View Data** to view the answers submitted by parents. <div indent>The answer

data is displayed in a grid below the forms list.

TIP: You can click the column headings to sort data by a particular question.



Excel	Click to export the report as a spreadsheet.
Column visibility	Click to select which columns to include in the export.

NOTE: It is recommended that you save a backup copy of the form once all data is gathered.

4. Edit, delete, or archive existing forms.

ASCENDER ParentPortal Admin > Form Management > Form Creator

Once a form is created, it can be edited, archived, and deleted.

Edit a form:

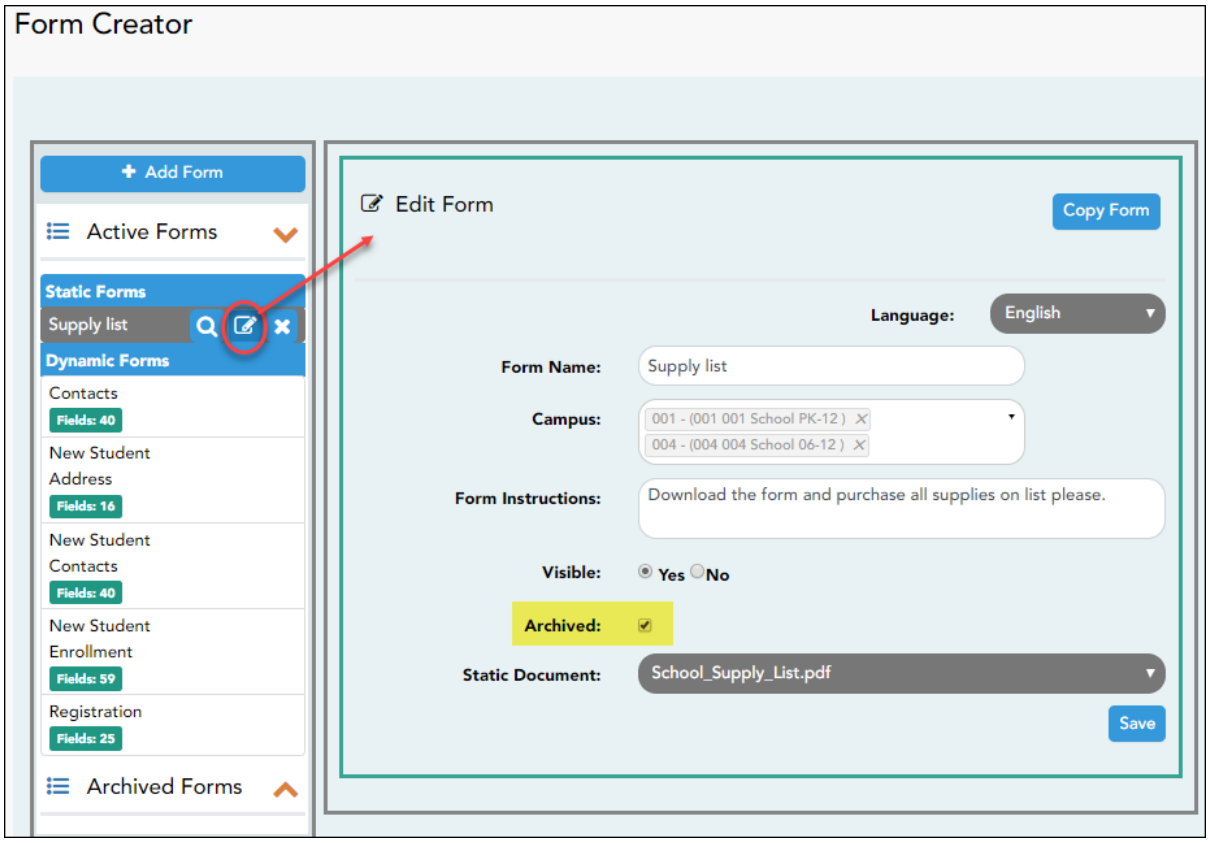
❑ Under **Active Forms**:

 - Hover over the new or existing form and click the edit icon.

The form details open in the **Edit Form** (right) section where you can edit details as described previously.

Archive a form:

Archiving allows you to retain a form that may still be needed for reporting purposes but is no longer used for data collection. An archived form is no longer available to parents, but it is still accessible to administrators and grouped with other archived forms. A form can be un-archived at any time.

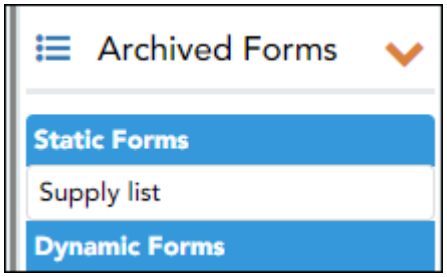


❑ Under **Active Forms** (left):

 - Hover over the new or existing form and click the edit icon.

The form details open in the **Edit Form** (right) section. Select **Archived** and click **Save**.

The form moves from the **Active Forms** list to the **Archived Forms** list.



Clear the **Archived** field if you want to make the form active again. The form will move back to the **Active Forms** list.

Delete a form:

❑ Under **Active Forms** (left):

- Hover over the new or existing form and click the delete icon.

You are prompted to confirm that you want to delete the form. Click **OK**.

NOTE: You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).

5. Create groups and add forms to groups:
    1. Create the New Student Enrollment forms group.

ASCENDER ParentPortal Admin > Form Group Management > New Student Enrollment

This page allows district-level users to add or modify the list of forms associated with enrollment of new students.

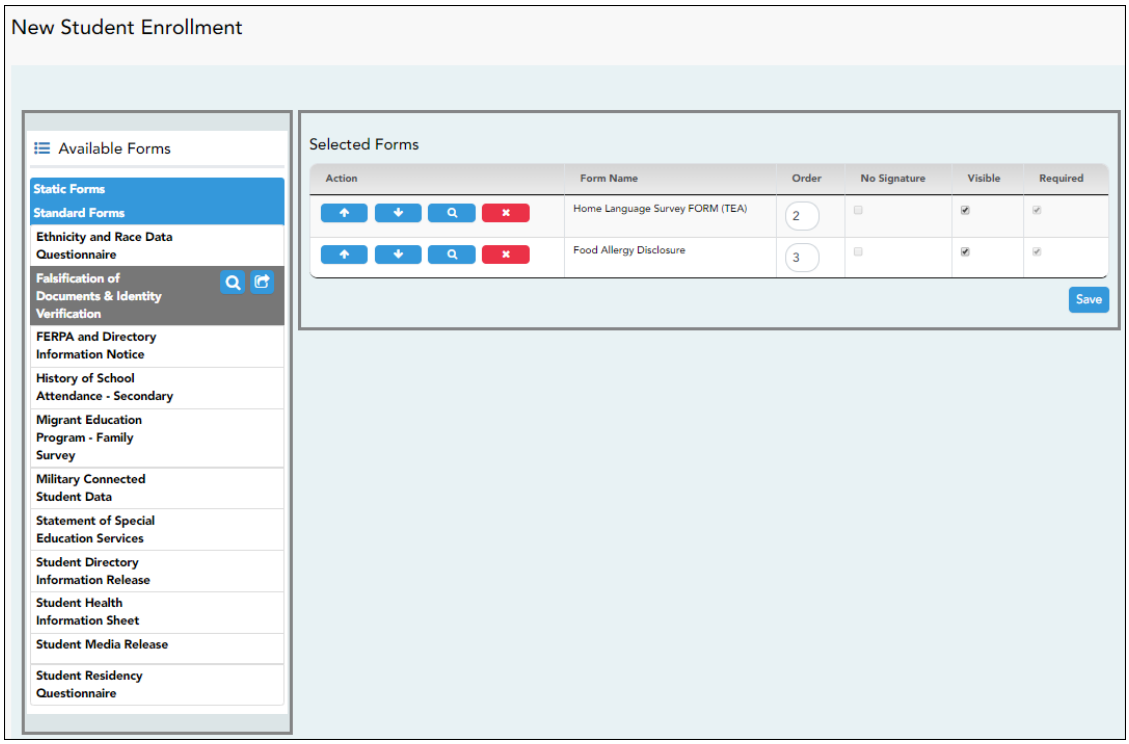
The list of available forms is pre-set and cannot be modified.

NOTE:

Only static and standard forms can be added for New Student Enrollment Forms Group. Custom forms are not available for New Student Enrollment. The dynamic forms for New Student Enrollment are added by default and aren't viewable here.

Any selected static forms will be available to parents on Step 5 of the New Student Enrollment process; the parent can view, print, complete, and hand deliver these forms to the campus.

Download Standard Forms:



❑ In the **Available Forms** (left) list:

- Hover over the form and click to preview the form. The form opens in a separate browser window.
- Hover over the form and click to add the form to the New Student Enrollment group.

❑ The form is added to the **Selected Forms** (right) list where you can modify certain properties:

Order	Type the number indicating the order in which you want the forms to be listed within the group. For example, type 1 if you want the form to be listed first in the group.
No Signature	Select if the form has no data input fields or the parent is not required to acknowledge or submit the form. This only applies to forms that are for information purposes only, such as a school supply list or calendar. When selected, the form will not have any buttons displayed in ParentPortal allowing the parent to submit or acknowledge the form. The form will be displayed as a read-only form. **NOTE:** For standard forms, the field is disabled; it is cleared by default and cannot be selected.
Visible	Select to make the form visible to parents. If not selected, the form will not be displayed in ParentPortal, even if it is associated with a group. This field can be used if you need to temporarily or quickly block access to the form.
Required	Select to indicate to the parent that the form is required. **NOTE:** For standard forms, the field is selected by default and cannot be cleared. For static forms, the field is cleared by default and cannot be selected.

❑ You can modify the order in which the forms are displayed in ParentPortal:

 - Click to move the form up the list.
 - Click to move the form down the list.

❑ Click **Save**.

❑ Under **Selected Forms**:

 - Click to preview the form. The form opens in a separate browser window.
 - Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**. The form is removed from the list on the right and moved back to the **Associated Forms** list on the left.

2. Create the Returning Student Registration forms group.

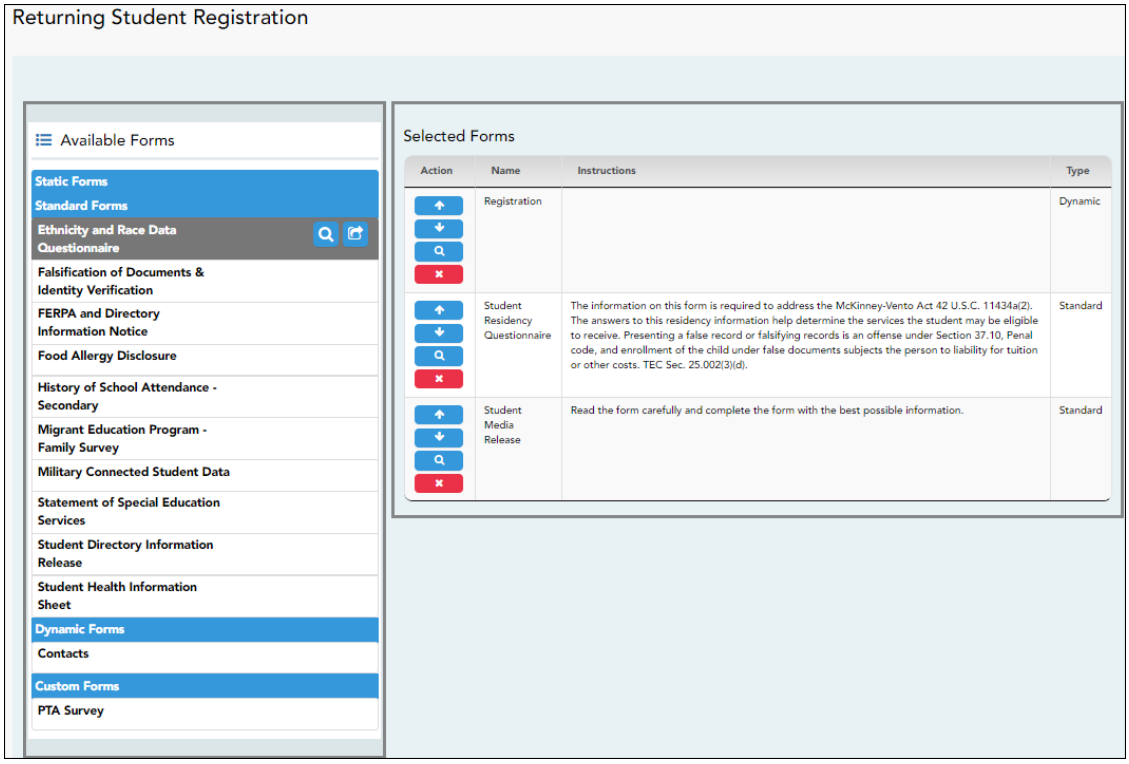
ASCENDER ParentPortal Admin > Form Group Management > Returning Student Registration

This page allows district-level users to create a set of forms for annual registration of returning students.

NOTE: Returning Student Registration refers to forms required annually for returning students, which is not the same as New Student Enrollment.

When Returning Student Registration is enabled at the district, these forms will be displayed to parents when they are logged on to ParentPortal, and parents will have notifications indicating their progress in the registration process.

Download Standard Forms:



❑ In the **Available Forms** (left) list:

- Hover over the form and click to preview the form. The form opens in a separate browser window.
- Hover over the form and click to add the form to the Online Registration group.

❑ The form is added to the **Selected Forms** (right) list:

IMPORTANT: Once a form is added to the group, it is live. There is no Save button.

Instructions	The instructions are displayed, as entered in **Form Instructions** on Form Management > Form Creator.
Type	The form type is displayed.

❑ You can modify the order in which the forms are displayed in ParentPortal:

 - Click to move the form up the list.
 - Click to move the form down the list.

❑ Under **Selected Forms**:

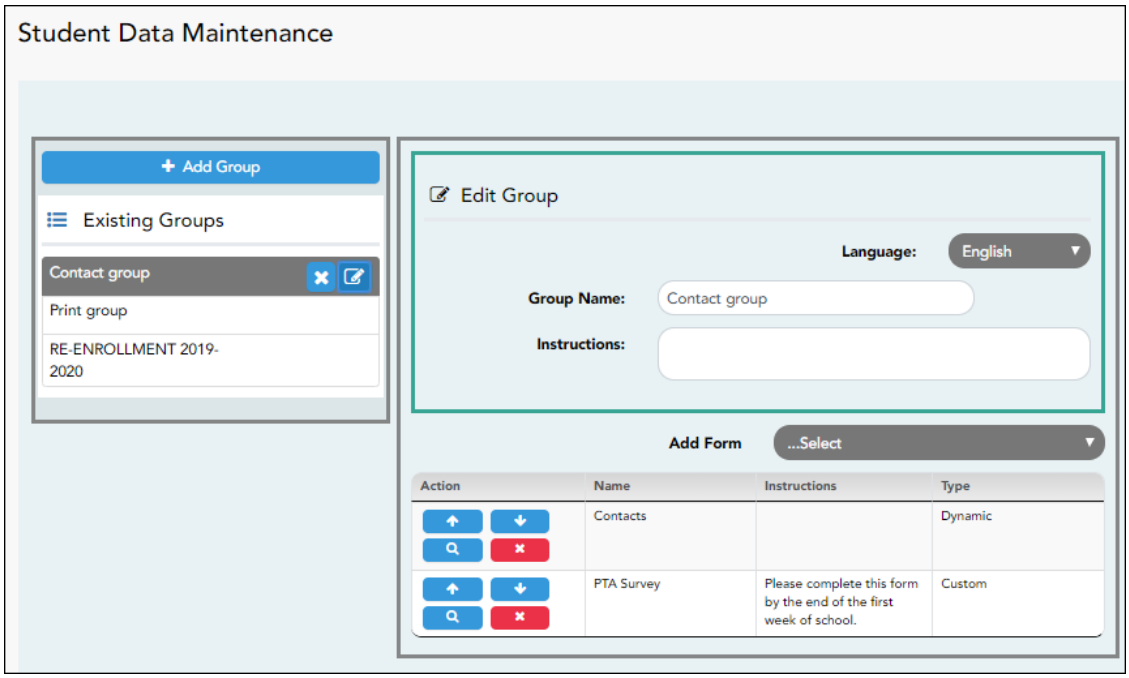
 - Click to preview the form. The form opens in a separate browser window.
 - Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**. The form is removed from the list on the right and moved back to the **Available Forms** list on the left.

3. Create the Student Data Maintenance forms group.

ASCENDER ParentPortal Admin > Form Group Management > Student Data Maintenance

This page allows district-level users to create a group of forms that parents can use for student data maintenance, such as changes to demographic data throughout the year (e.g., address or phone number changes).



Add a group:

❑ Click **+ Add Group**.

A pop-up window opens.



Group Name	Type a name for the group.
Instructions	Add or update any instructions for the form group, such as clarification about which forms are included in the group. **NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under **Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.

❑ Click **Add Form Group**.

The group is added to the **Existing Groups** (left) list.

Edit a new or existing group:

❑ In the **Existing Groups** (left) list:

 - Hover over the new or existing group and click the edit icon.

The group details open in the **Edit Group** section (right) where you can add or edit group details:

Language	Select the language of the forms in the group. **NOTE:** If you select Spanish, but you did not type Spanish instructions under **Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
Group Name	The current group name is displayed and can be edited.
Instructions	The current instructions for the form group are displayed and can be edited. **NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under **Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
Add Form	Select each form you want to add to the group. Be sure to select forms that correspond to the selected **Language**.

As forms are added, they are listed below the **Edit Group** section in the order they were added.

❑ You can modify the order in which the forms are displayed in ParentPortal:

 - Click to move the form up the list.
 - Click to move the form down the list.

❑ Under **Edit Group** (right):

 - Click to preview the form. The form opens in a separate browser window.
 - Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**. The form is removed from the group but not deleted from the ParentPortal server.

❑ Under **Existing Groups** (left):

- Hover over and click the icon to delete a group.

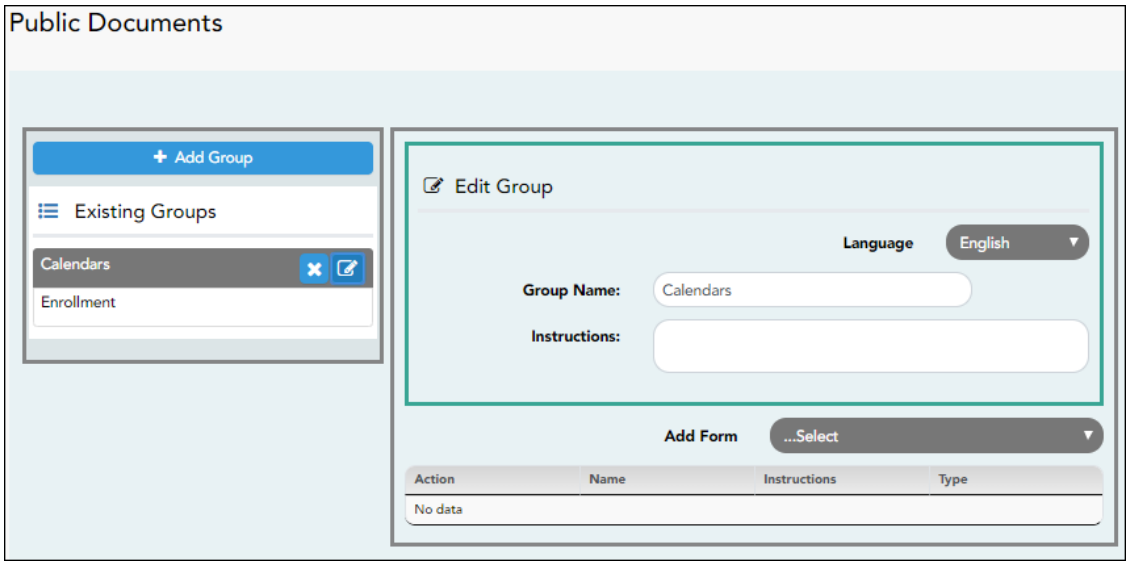
4. Create the Public Documents group.

ASCENDER ParentPortal Admin > Form Group Management > Public Documents

This page allows district-level users to create a group of forms that a parent can access without having a ParentPortal account, such as calendars, school supply lists, etc. The parent will be able to access these documents without logging on.

Only static forms can be added to these groups. If at least one static form has been added to this group, the parent can click the ***District Name*** **Documents** link on the ParentPortal login page to access the documents.

NOTE: A static form must already be created for each uploaded document before it can be added to a group.



Add a group:

❑ Click **+ Add Group**.

A pop-up window opens.



Group Name	Type a name for the group.
Instructions	Add or update any instructions for the form group, such as clarification about which forms are included in the group. **NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under **Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.

❑ Click **Add Form Group**.

The group is added to the **Existing Groups** (left) list.

Edit a new or existing group:

❑ In the **Existing Groups** (left) list:

 - Hover over the new or existing group and click the edit icon.

The group details open in the **Edit Group** section (right) where you can add or edit group details:

Language	Select the language of the forms in the group. If you are creating a group for Spanish forms, select Spanish.
Group Name	The current group name is displayed and can be edited.
Instructions	The current instructions for the form group are displayed and can be edited. **NOTE:** If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under **Instructions**, English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.

Add Form	Only static forms are listed. Select each form you want to add to the group. Be sure to select forms that correspond to the selected **Language**.

As forms are added, they are listed below the **Edit Group** section in the order they were added.

❑ You can modify the order in which the forms are displayed in ParentPortal:

 - Click to move the form up the list.
 - Click to move the form down the list.

❑ Under **Edit Group**:

 - Click to preview the form. The form opens in a separate browser window.
 - Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**. The form is removed from the group but not deleted from the ParentPortal server.

❑ Under **Existing Groups** list (left side):

 - Hover over and click the icon to delete a group.

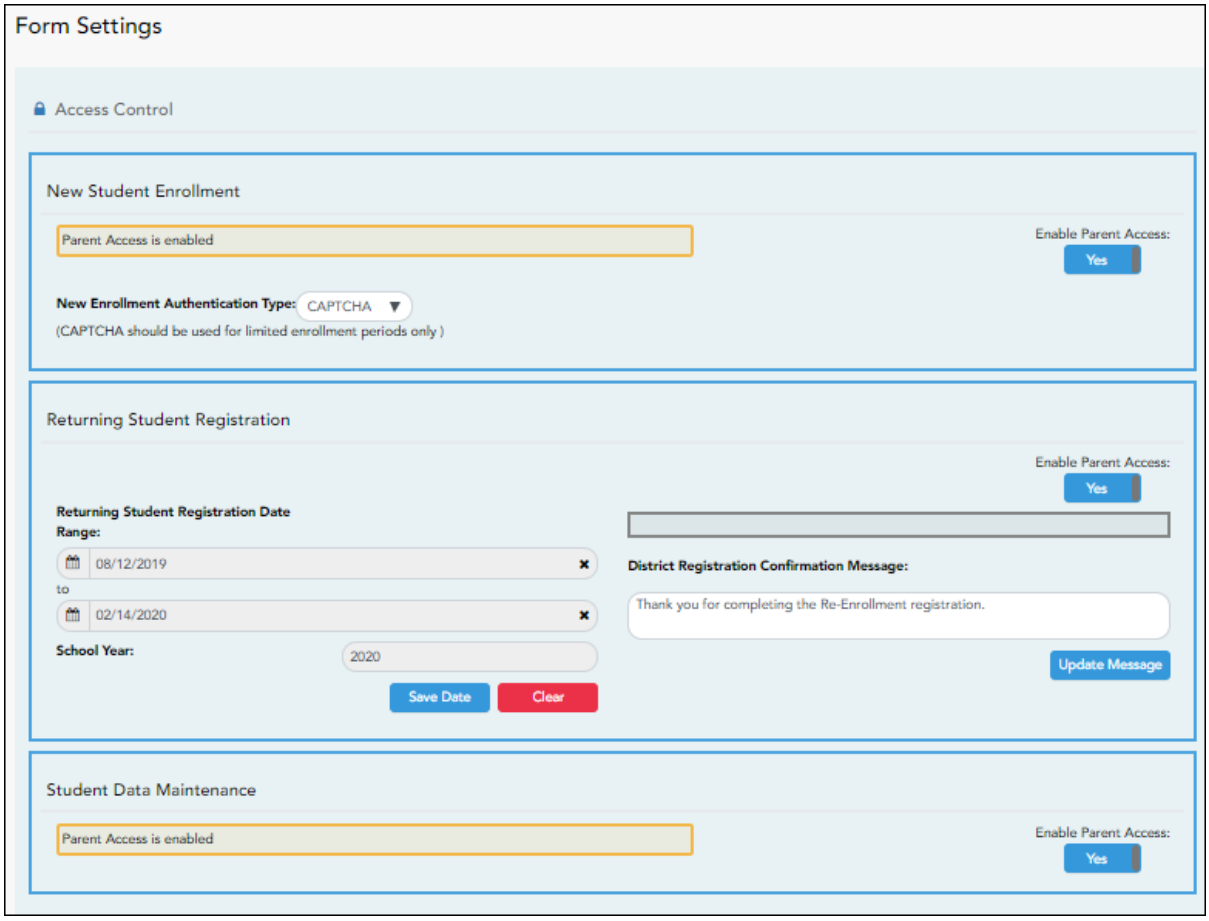
6. Enable forms for parents.

ASCENDER ParentPortal Admin > Admin Menu > Form Settings

Once forms are set up, you can enable New Student Enrollment, Returning Student Registration, and Student Data Maintenance in ParentPortal throughout the district, and manage other form settings.

NOTE: Public Documents (i.e. calendars, school supply lists, downloadable registration forms) will be available on the ASCENDER ParentPortal Login page once the static forms have been created (Form Management > Document Upload

and Form Management > Document Upload > Form Creator) and added to the Pubic Documents group (Form Group Management > Public Documents).



Access Control:

New Student Enrollment

❑ Enable or disable new student enrollment in ParentPortal.

Enable Parent Access	This field enables and disables New Student Enrollment in ParentPortal. This field is set to **No** by default. Leave set to **No** until setup is complete and you are ready to enable Student Enrollment. When set to **Yes**. the **Enroll a New Student** button will become active on the ParentPortal allowing the parent to enroll a new student in the district.

New Enrollment Authentication Type	Select the user validation method for Student Enrollment: **Email** - Validate a user by email. With this validation process, an email message is sent to the user's email address containing the registration code. The user must type the code, exactly as it appears in the message, in order to continue with the enrollment process. **CAPTCHA** - Validate a user by CAPTCHA, which is a tool that protects websites against bots by generating codes that humans can pass but computer programs cannot pass. When this option is enabled, the registration key is automatically generated once you correctly enter the CAPTCHA code. An email message is sent to the parent containing the registration key. **IMPORTANT:** The CAPTCHA option should only be used during short-term enrollment events such as Kinder Roundup.

Returning Student Registration

❑ Enable or disable annual registration of returning students.

Enable Parent Access	This field enables and disables Returning Student Registration. Select **Yes** if you will be using Returning Student Registration. Use **Online Registration Date Range** to control when Returning Student Registration is available to parents.
Online Registration Date Range	To specify the beginning and ending dates for registration: ❑ Click in the field, and a calendar opens. ❑ First click the start date, then click the end date. The calendar closes once you click the end date. When the current date falls on or within these dates, parents will be able to use Returning Student Registration for students who are enrolled in the district. If no dates are entered, or if the current date is outside the date range, Returning Student Registration is not available in ParentPortal.
School Year	The displayed school year is determined by looking at the From/Beginning date-year to determine the school year/ending year that Returning Student Registration is for.
District Registration Confirmation Message	❑ Type a message that will be displayed to parents upon successfully completing Registration in ParentPortal. ❑ Click **Update Message**.

Notes:

- Annual Student Data Rollover (ASDR) does not need to be run prior to enabling parent access to Returning Student Registration.

- Districts can accept or reject pending changes for returning students before or after Annual Student Data Rollover (ASDR) has been run.

Student Data Maintenance

❑ Enable or disable ongoing student data maintenance.

Enable Parent Access	This field enables and disables Student Data Maintenance in ParentPortal.

What Happens Next?

Review enrollment requests:

As students are enrolled online in ParentPortal, an administrator must review each enrollment request, create a record for each registered student, and assign a ParentPortal ID to each student.

See the following guides:

- Parent: Enroll New Student
- Campus: Accept Student & Issue ID

Review student demographic change requests and form submission:

As parents update data for their students and/or complete Returning Student Registration, campus staff must review and approve each data change. As parents submit data and forms from ParentPortal, the campus staff can monitor the status and identify students who are missing required forms.

See the following guides:

- Parent: Add/Register Student
- Parent: Maintain Student Data
- Campus: Review & Accept Data Changes

View form usage:

- **Form Management > Form Usage > Usage Statistics** - Displays information about form usage across the district or campus, or for a specific parent. Archived forms are not included in these counts.
- **Form Management > Form Usage > Individual Form Information** - Displays data that is collected when a parent makes changes online to a student's registration information or accepts the data that is currently stored in the registration tables. You can retrieve and delete data for a specific form for the entire campus or district, as well as by parent.

Parent: Enroll a New Student in the District

ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

Parent: Enroll a New Student in the District

Parents should follow these steps to enroll a student in the district using the New Student Enrollment wizard.

Prerequisites:

Enrollment Flow Chart:

1. Create an ASCENDER ParentPortal account and log on.
2. Enroll the student.
3. Add the student to your ParentPortal account.

What Happens Next?

parent_enroll_new_student

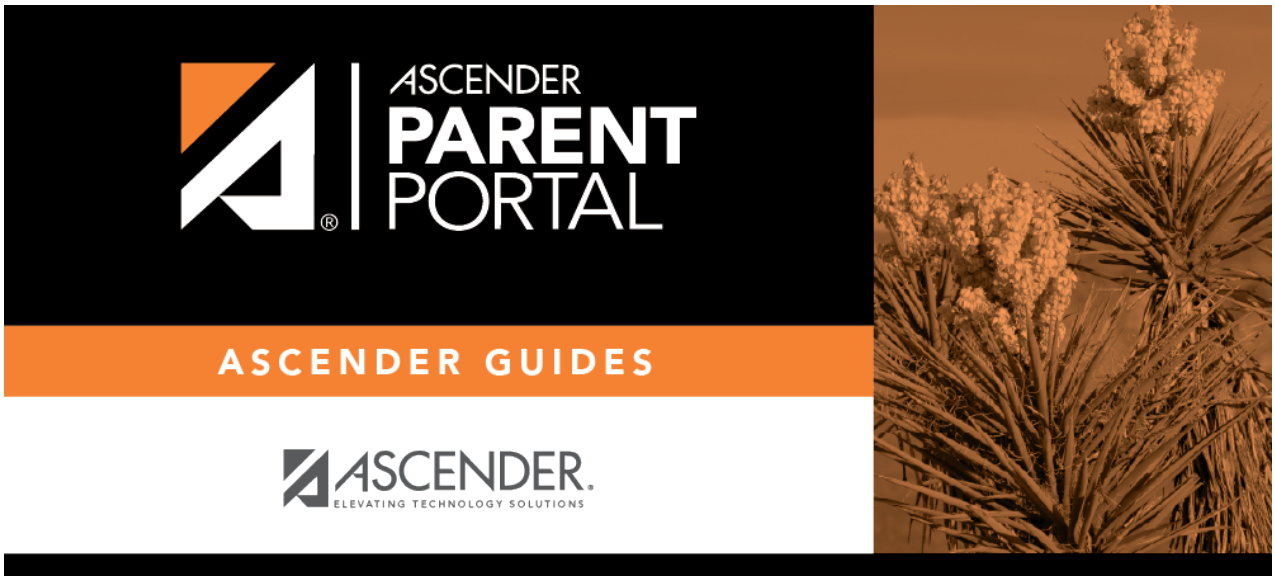
Campus: Accept Student & Issue ParentPortal ID

Parent: Add/Register Student

Campus: Review & Accept Data Changes

Parent: Maintain Student Data

2.


ASCENDER
PARENT
PORTAL
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