ASCENDER PARENT PORTAL

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS



Campus: Review & Accept Data Changes

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

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These steps are completed in TxEIS Registration.

Once a parent has a valid ParentPortal ID for an enrolled student, the parent can add a student to his ASCENDER ParentPortal account and access the student's attendance, grades, and more. If the district has enabled parents to update a student's registration data, a parent can complete annual online registration for the upcoming school year, as well as submit changes to his student's current year data from ParentPortal, such as address and telephone number changes.

As parents update data for their students, campus staff must review and approve each change.

The parent can also review, complete, and submit forms via ParentPortal. As parents review and submit forms from ParentPortal, the campus staff can monitor the status and identify students who are missing required forms.

Follow these steps to monitor and approve data changes, and identify students who are missing forms.

Campus: Review & Accept Data Changes (PDF) (prints separately)

Prerequisites:

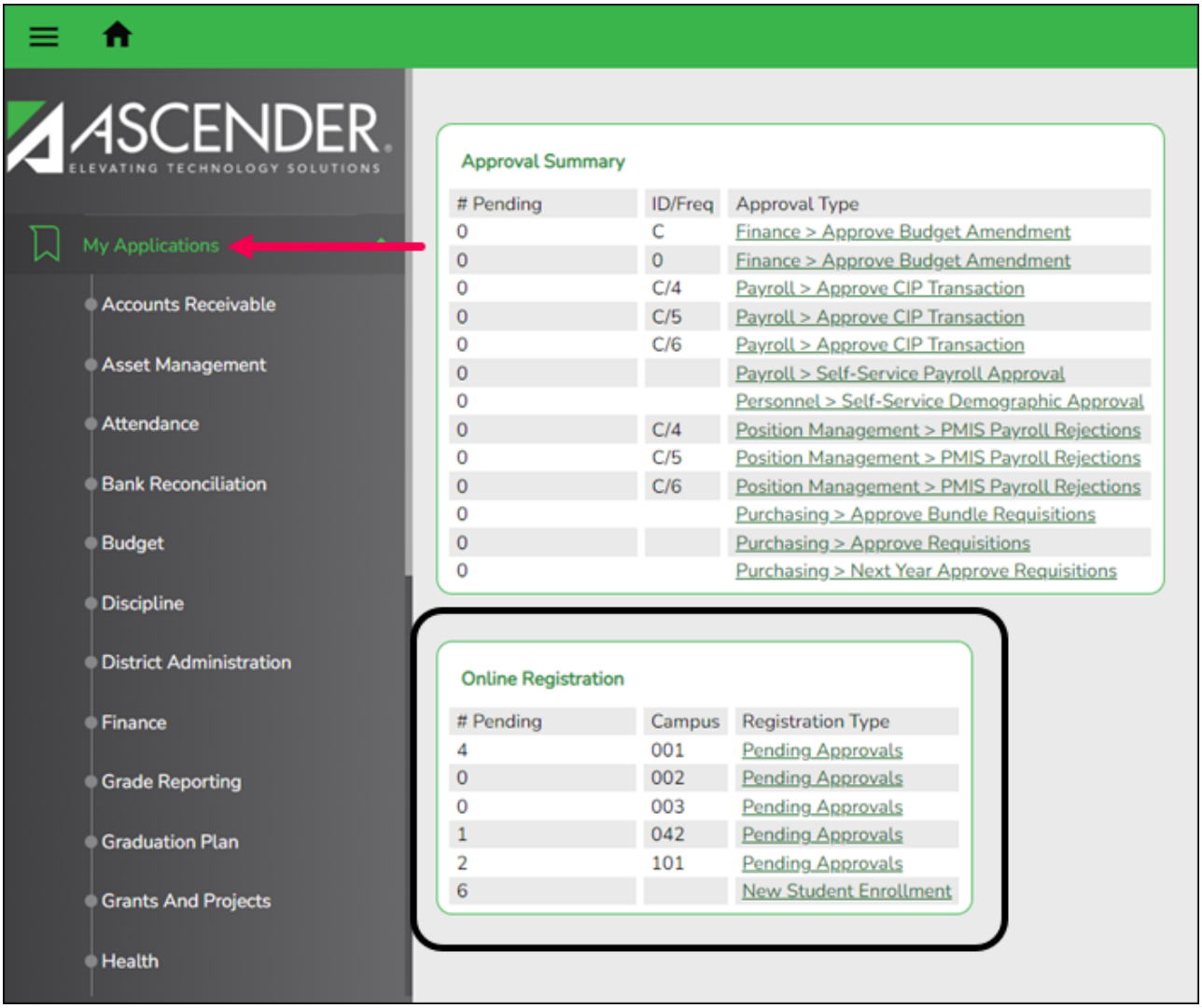
- The steps in this guide must be completed in Registration by a user who has access to the pages described in these steps. Basic knowledge of the Registration application is assumed.
- For online registration changes, the district must have enabled parents to update student registration data online for the upcoming school year (i.e., the **Active Online Registration From** and **To** date fields must be set to allow parents a window of time in which to register.)
- For updates to a student's current year records, the district must have enabled parents to update student data online (i.e., the **Allow parents access to Student Data forms** field must be set to Yes.) See District: Set Up & Enable Forms.

1. Review submitted changes.

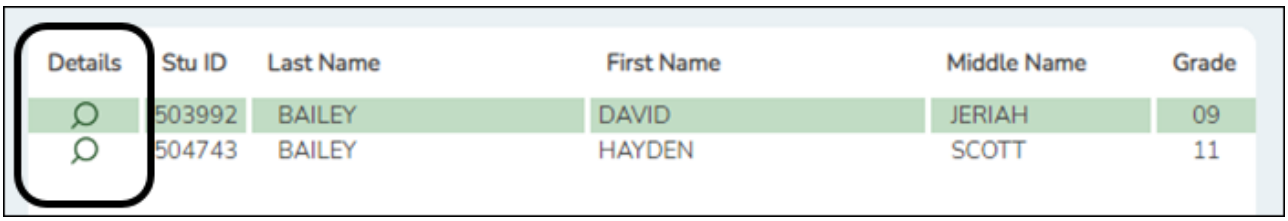
   Registration > Maintenance > Online Registration > Pending Updates

The Pending Updates page allows you to review and approve or reject a student's pending updates received from ParentPortal. The list includes changes submitted for online registration, as well as student data change requests for the current year.

On the ASCENDER landing page, the number of students with pending data updates is displayed.



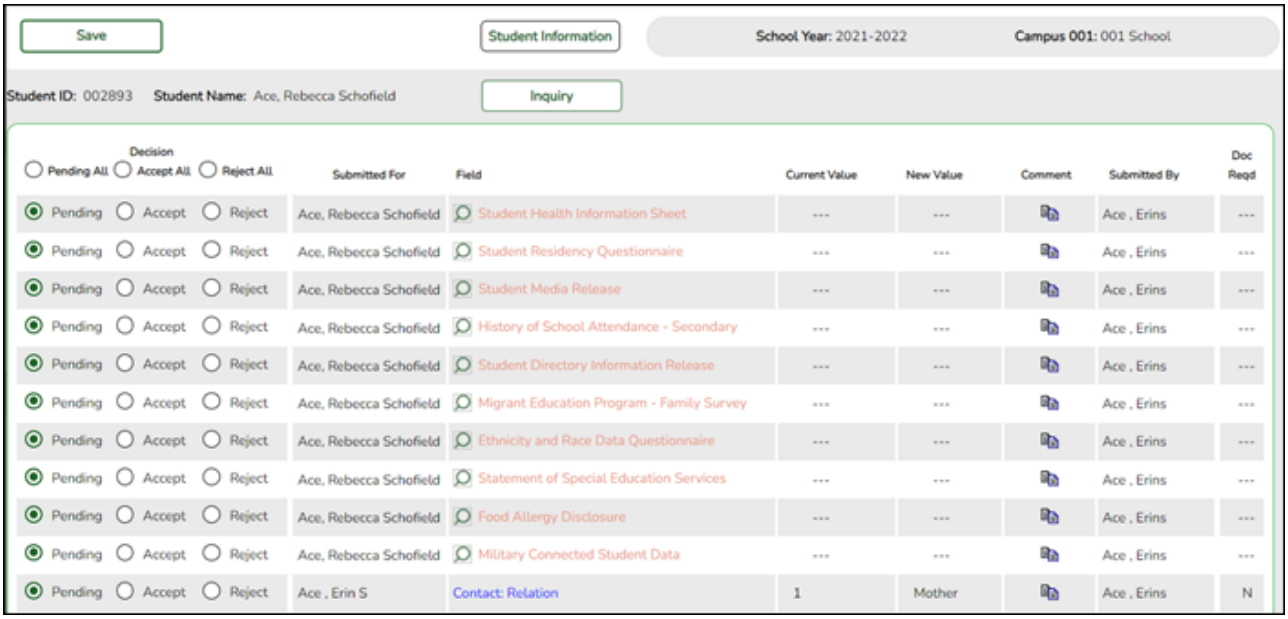
On *Registration > Maintenance > Online Registration > Pending Updates* a list of students who have pending update requests is displayed.



❑ Click to view the details of the pending updates.

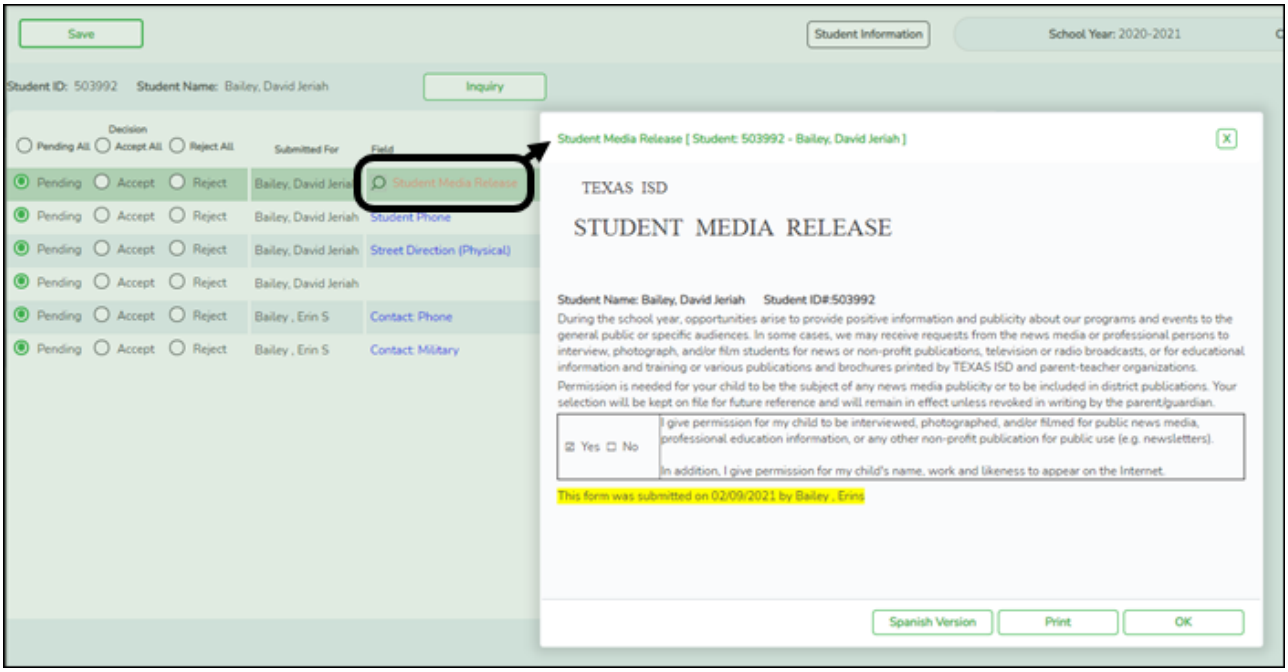
The student's data is displayed on the ***Pending Update Details*** page where you can

approve or deny each pending update.



Submitted For	The student's name for which the request was submitted is displayed.
One of the following is displayed: • For a standard or static form, the form name is displayed. • For a dynamic form, the ParentPortal field type for which the update was requested is displayed.	

For a standard form, you can click next to the form name to view the form in a pop-up window.



NOTE: If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields.

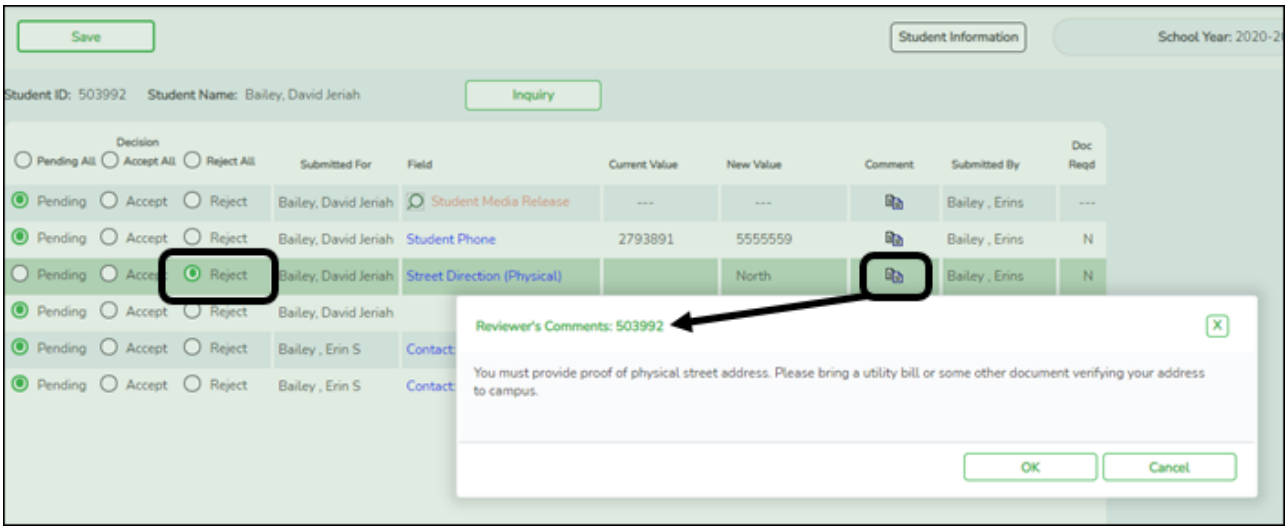
• Click **Spanish Version** to view a Spanish version of the form. Click **English Version** to return to the English version.

• Click **Print** to print the form.

• Click **OK** to close the window.

Current Value	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
New Value	The newly submitted information is displayed. This only applies to dynamic form fields.
Submitted By	The name of the parent/guardian who submitted the request is displayed.
Doc Reqd	This field is currently not in use. N is always displayed for dynamic form fields.
Decision:	
Accept All	Select to approve all of the student's pending update requests.
Accept	Select to approve a particular pending update.
Reject All	Select to reject all of the student's pending update requests.
Reject	Select to reject a particular pending update.
Pending All	Select to revert all requests to a pending status. This must be done prior to saving.
If you reject an update: • You must enter comments explaining your decision. Include detailed explanation and action required of the parent. • An email message is sent to the parent notifying him that the change was not approved.	

❑ Click  to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens.



IMPORTANT! Comments are required when you reject a request. Include detailed explanation and action required of the parent.

a. Add or update comments as needed, up to 255 characters.

b. Click **OK**.

c. You must click **Save** on the Pending Updates page in order to save the updated data.

A red comment icon indicates that reviewer's comments exist for the request.

❑ Click **Save**.

NOTE: Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the ***Pending Updates*** page.

2. Monitor student form submission.

Registration > Maintenance > Student Enrollment > Forms

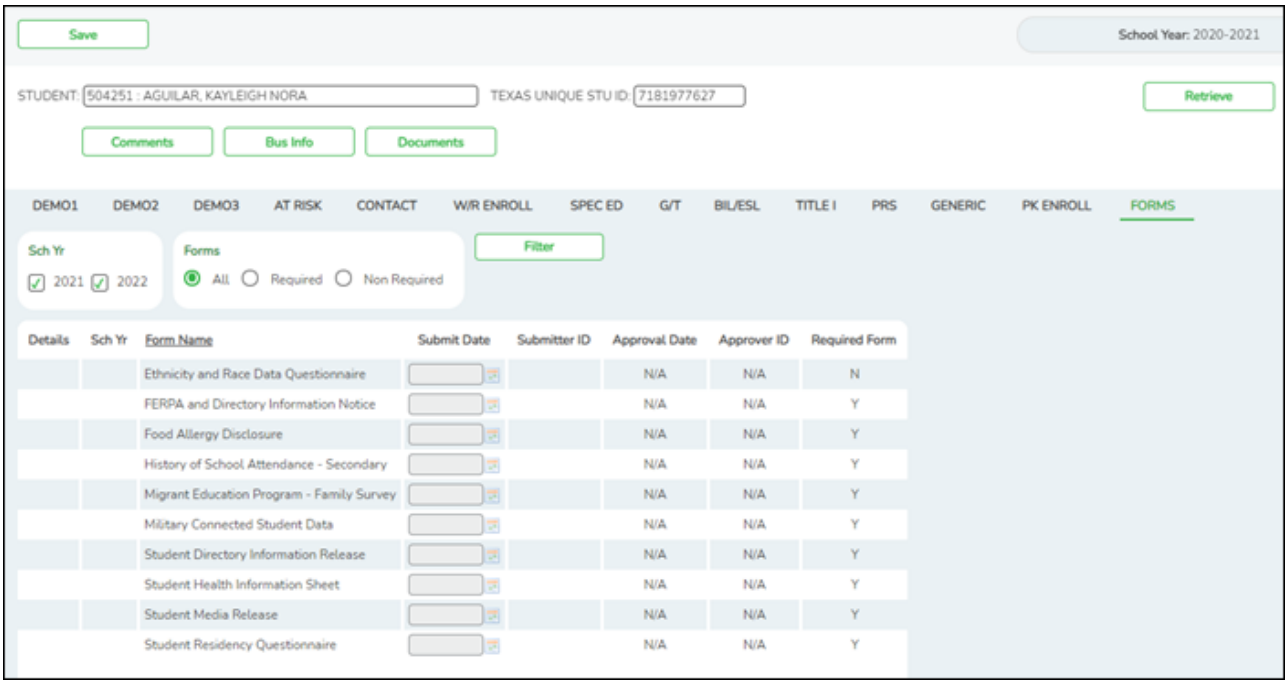
The Forms tab allows you to view the status of a student’s forms and maintain submission dates for hand-delivered forms.

Form information is displayed differently on this tab depending on the form type.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in ParentPortal Admin on the Form Management pages.

- If a parent acknowledges the form via ParentPortal, you can view the form data and submission date.
- If a parent submits a form change via ParentPortal, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was delivered.

The Forms tab is not available until you retrieve a student on the ***Student Enrollment*** page. For a new student, you must enter and save all required data on the ***Demo1*** tab before proceeding to this tab.



All current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- The list can be re-sorted.

filters
You can filter the listed forms:

filters	
Sch Yr	Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year). For example, if it is currently the 2019-2020 school year, and registration is open for the 2020-2021 school year, select **2020** to see student form changes submitted for the current school year, and/or select **2021** to see form changes submitted from online registration. Annual Student Data Rollover (ASDR) affects the school years displayed. After ASDR is run, the previous school year drops off, and the next school year is added.
Forms	Select which forms you want to view for the selected school year(s).

❑ Click **Filter**.

Form Name	The name of each form is displayed.
Submit Date	For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ParentPortal is displayed. If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click to select the date from a calendar, and click **Save**. The date is saved in the **Submit Date** field. **IMPORTANT:** You cannot enter a date unless you have filtered for one school year. If the **Sch Yr** field has both school years selected, or if no school year is selected, the field is disabled.
Submitter ID	For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via ParentPortal is displayed, according to the ID used to log on to ParentPortal. If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the **Submit Date** date is displayed, according to the ID used to log on to ASCENDER.
Approval Date	For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
Approver ID	For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to ASCENDER. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
Required Form	Y or N is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. N is only displayed if the form is not required in any group; otherwise, Y is displayed.

❑ Click to view the form details.

NOTE: For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.

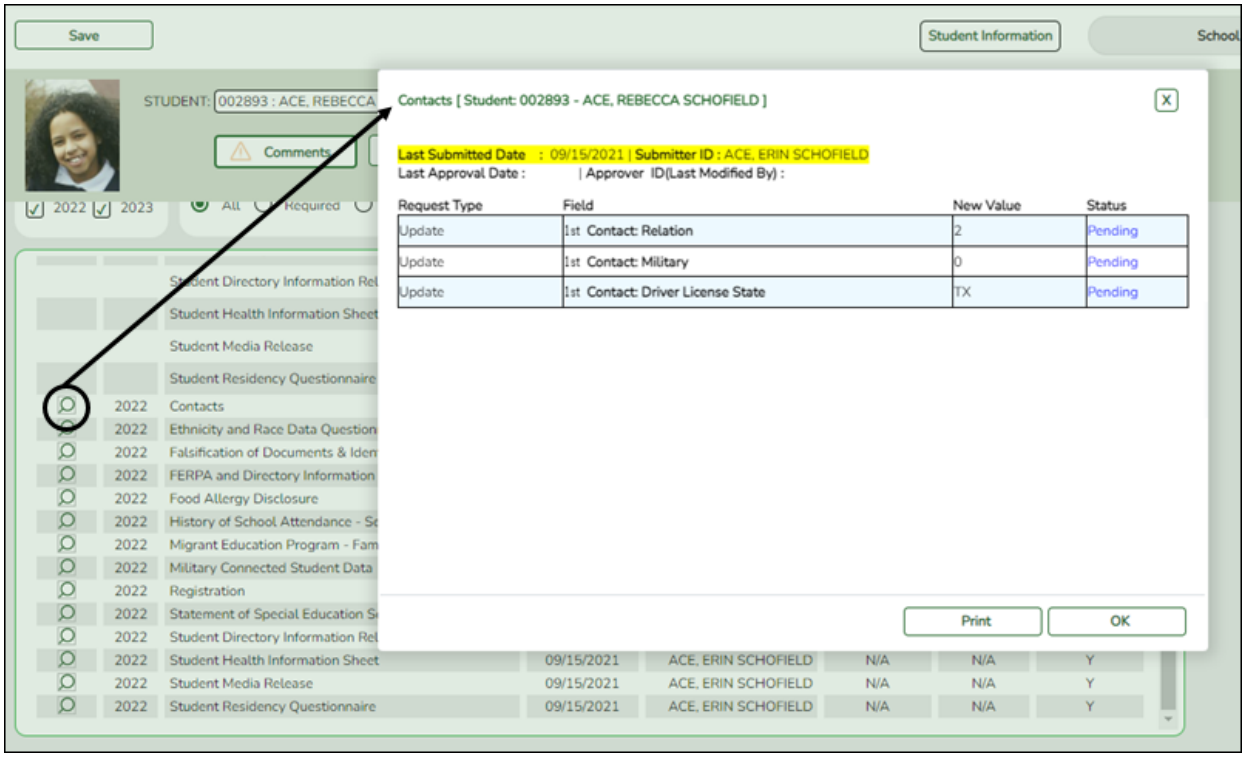
DYNAMIC FORMS

If the parent submitted a change to any editable field in a dynamic form via ParentPortal, the each field change must be approved/rejected individually on ***Pending Updates***.

If multiple changes have been submitted, the fields display data for the most recent change submitted.

❑ Click to view details of the requested change(s).

A dynamic form is displayed as a table of fields and values. Only fields that have new or updated values are listed.



Request Type	**New Record** is displayed if no data currently exists. **Update** is displayed if the parent requested to change the existing data. **Delete** is displayed if the parent requested to remove the existing data.
Field	The field indicates which data is being updated.
New Value	The new value entered by the parent in ParentPortal is displayed.

Status	**Accepted** is displayed (in green) if the campus administrator accepted the change. **Rejected** is displayed (in red) if the campus administrator rejected the change. **Pending** is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.

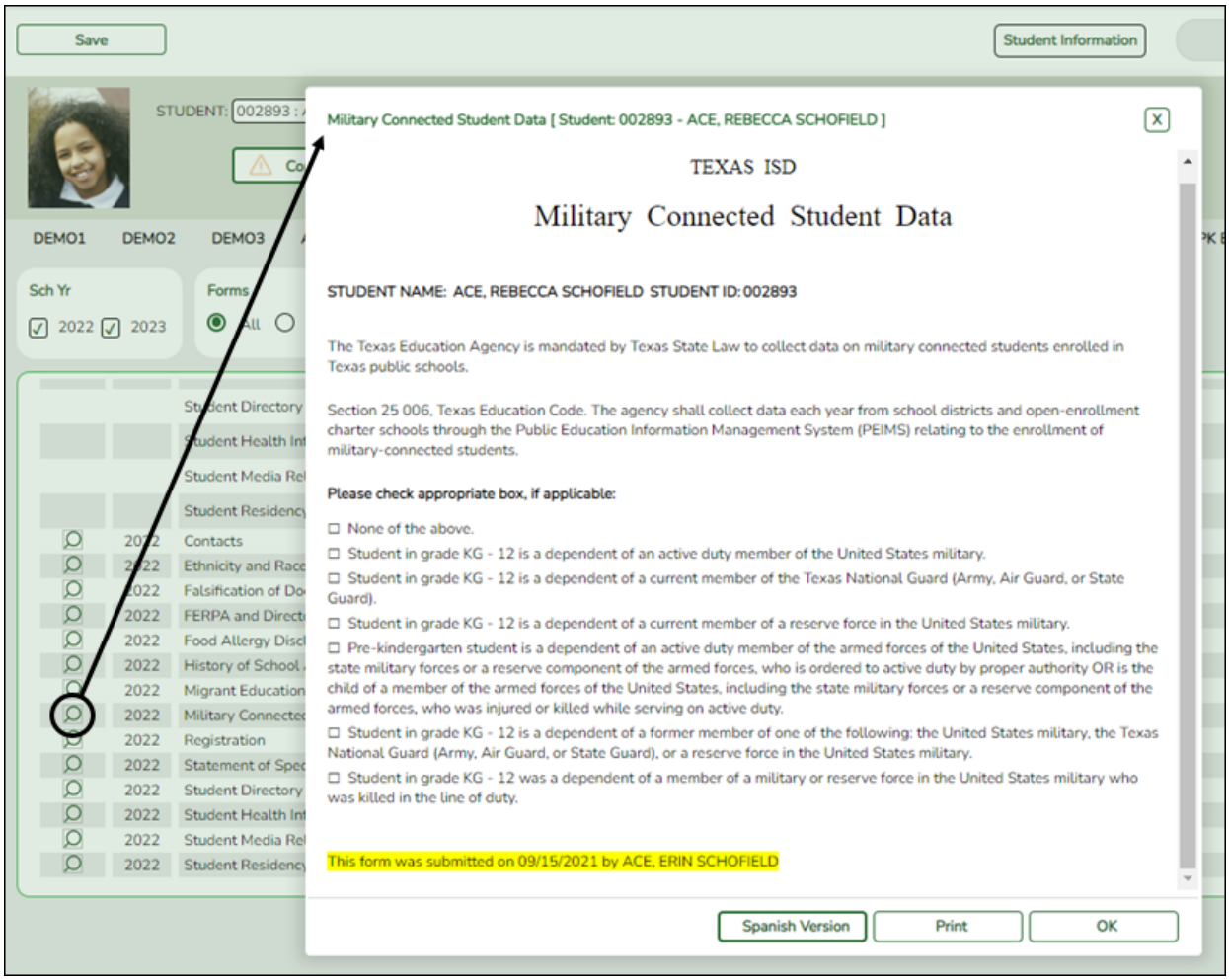
❑ Click **Print** to print the form.

❑ Click **OK** to close the form.

STANDARD FORMS

❑ Click to view a standard form.

The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.



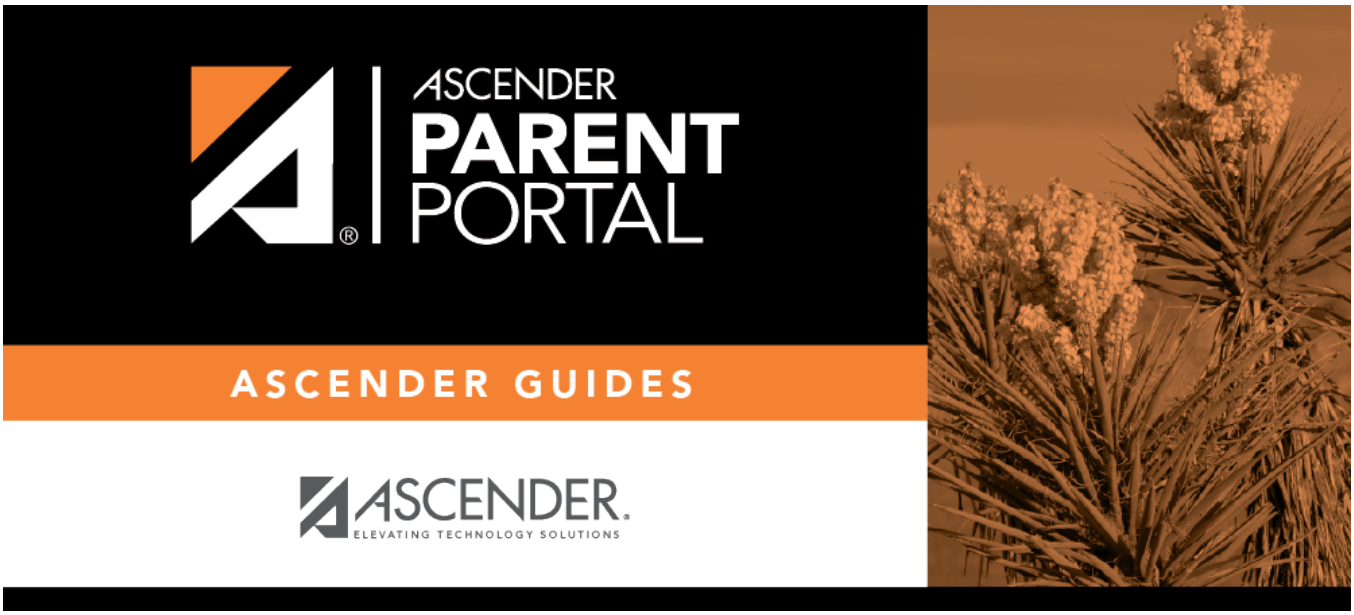
Spanish Version	Click to view the Spanish version of the form if it is available.
English Version	Click to return to the English version of the form.

❑ Click **Print** to print the English or Spanish version of the form.

❑ Click **OK** to close the form.

❑ Click **Save** if you entered or changed a date.

3. Run reports.


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