ASCENDER PARENT PORTAL

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS



# Campus: Review & Accept Data Changes

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# ParentPortal Admin: Enrollment, Registration, & Data Updates

# Campus: Review & Accept Data Changes

**These steps are completed in ASCENDER 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:

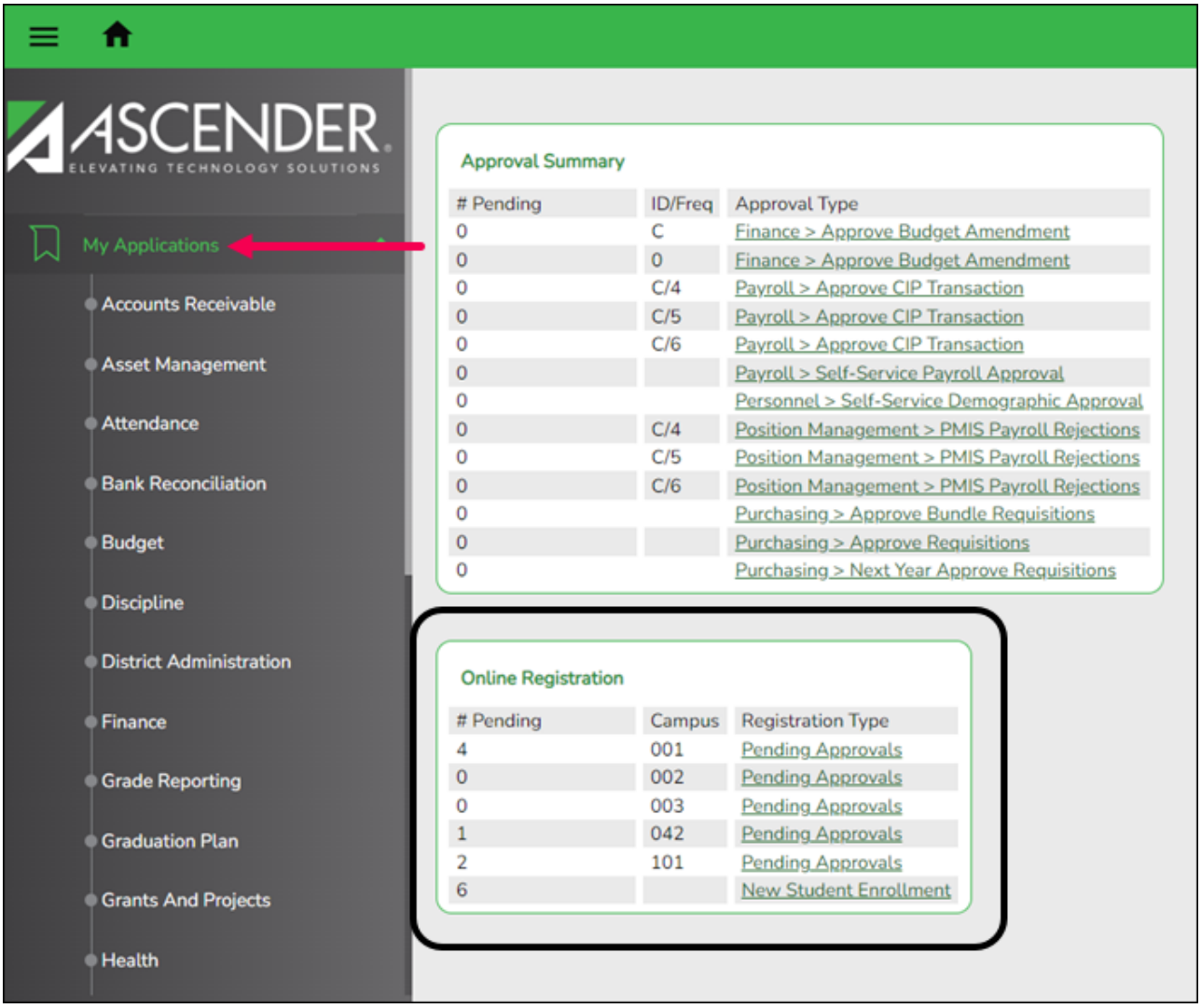
- The steps in this guide must be completed in Registration by a user who has access to the pages described in these steps. Basic knowledge of the Registration application is assumed.
- For online registration changes, the district must have enabled parents to update student registration data online 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.

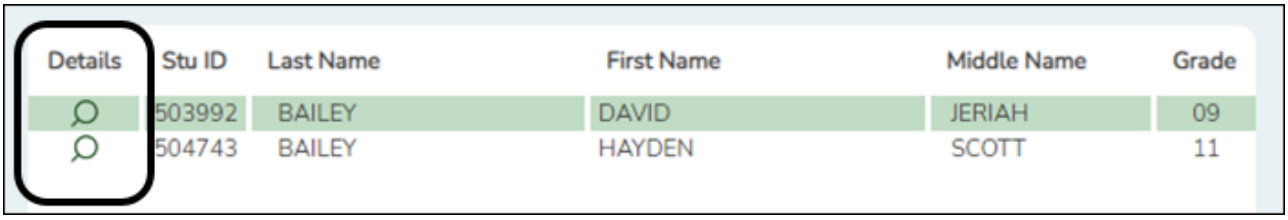
***Registration > Maintenance > Online Registration > Pending Updates***

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.

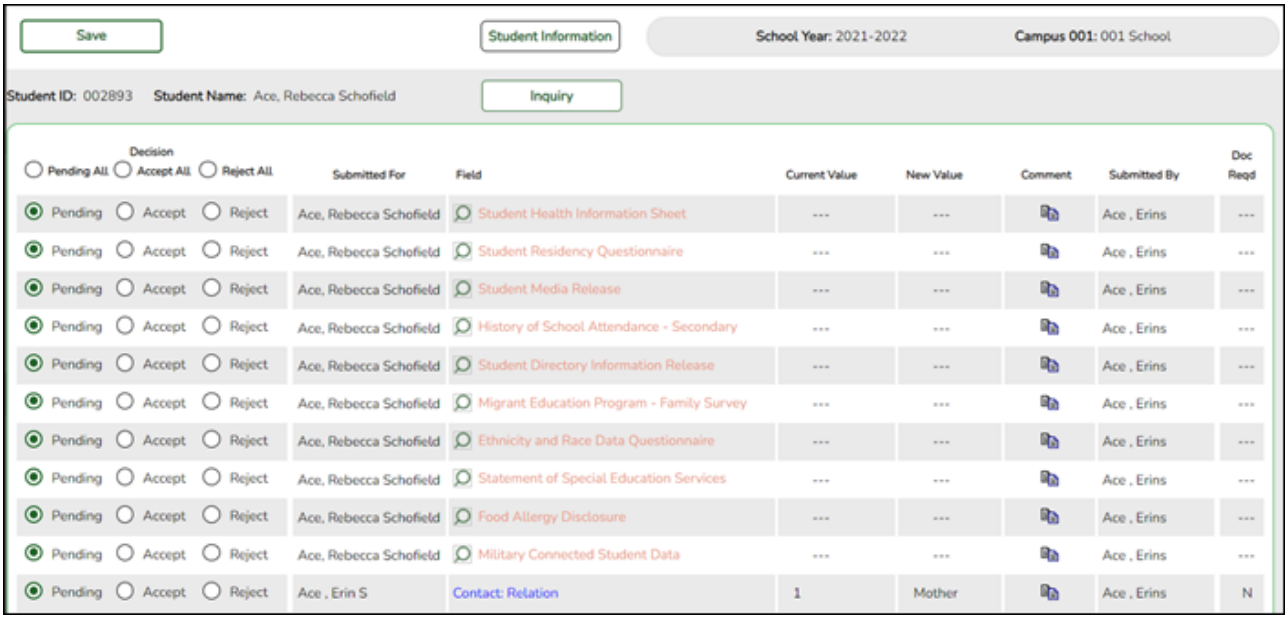



On *Registration > Maintenance > Online Registration > Pending Updates* a list of students who have pending update requests is displayed.



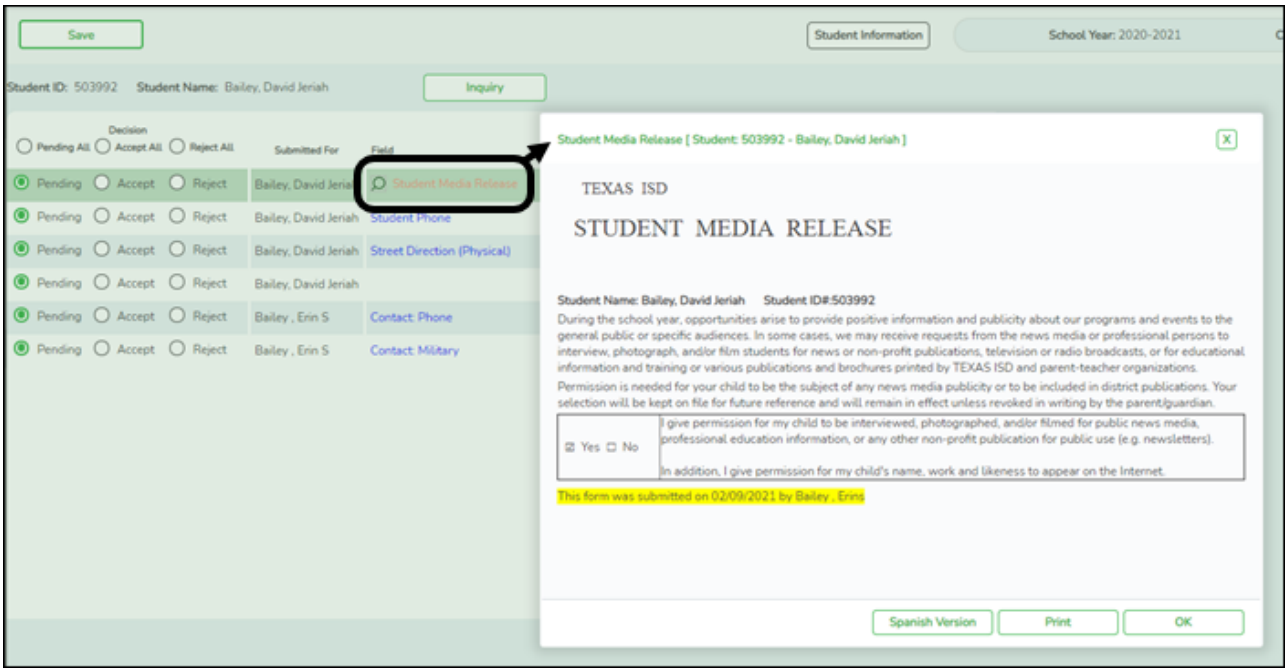
❑ Click to view the details of the pending updates.

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:<br><br>• For a standard or static form, the form name is displayed.<br><br>• 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.

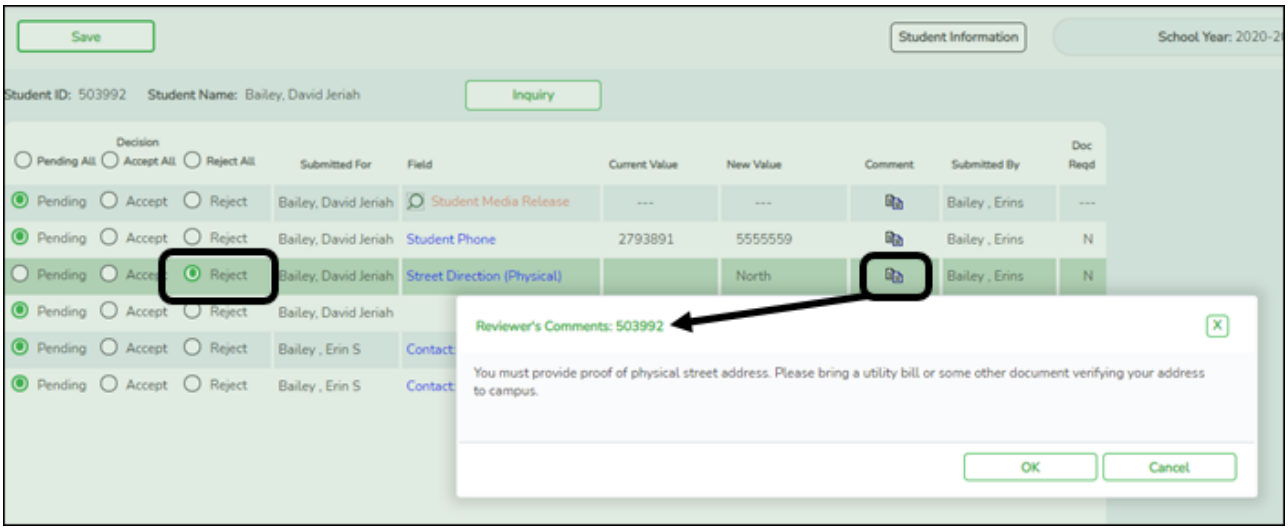
| | |
|---|---|
| **Current Value** | The current data for the field is displayed, if it exists. This only applies to dynamic form fields. |
| **New Value** | The newly submitted information is displayed. This only applies to dynamic form fields. |
| **Submitted By** | The name of the parent/guardian 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***

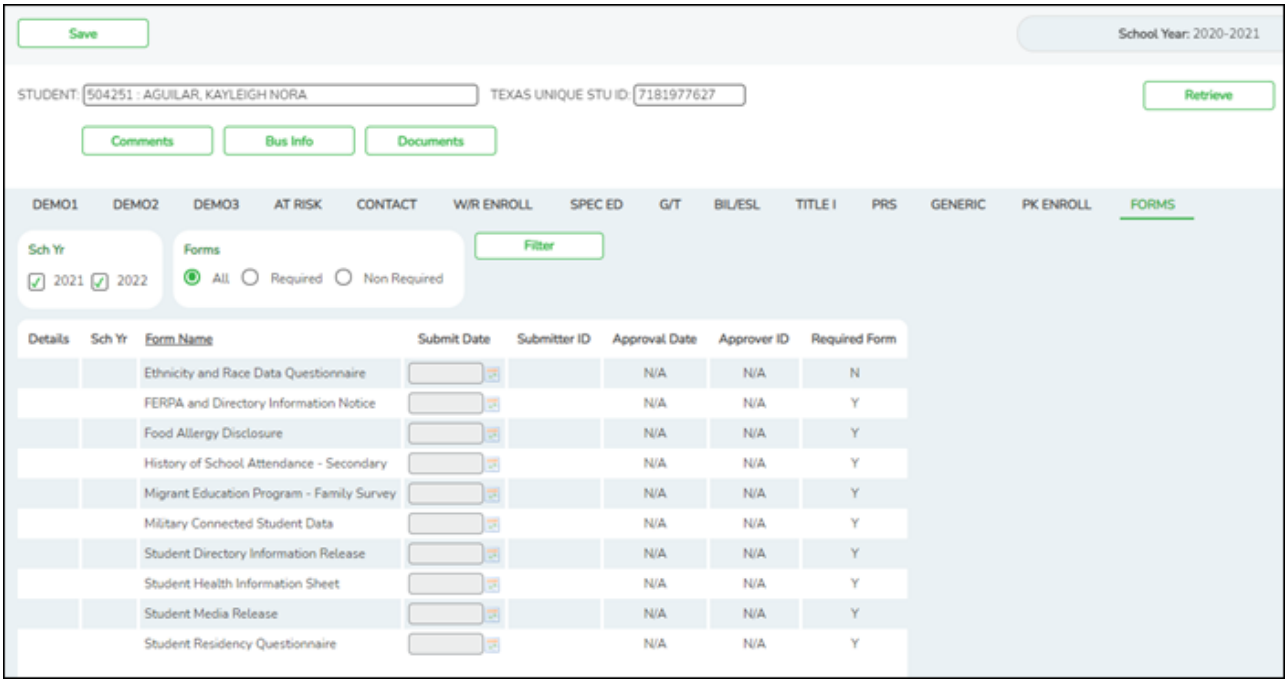
The Forms tab allows you to view the status of a student's forms and maintain submission dates for hand-delivered forms.

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: | |
| **Sch Yr** | Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year).<br><br>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.<br><br>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.<br><br>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**.<br><br>The date is saved in the **Submit Date** field.<br><br>**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.<br><br>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.<br><br>'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.<br><br>'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.

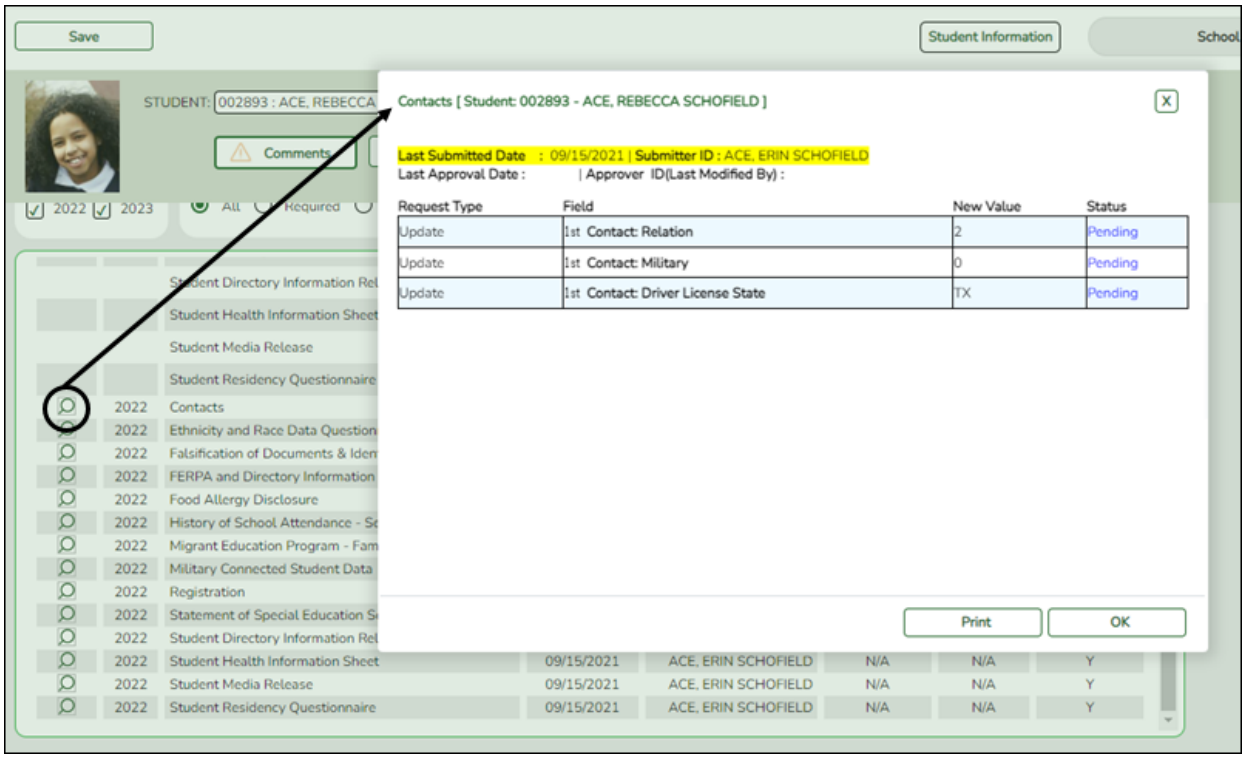
# DYNAMIC FORMS

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.<br><br>**Update** is displayed if the parent requested to change the existing data.<br><br>**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.<br><br>**Rejected** is displayed (in red) if the campus administrator rejected the change.<br><br>**Pending** is displayed (in blue) if a campus administrator has not yet accepted or rejected the change. |

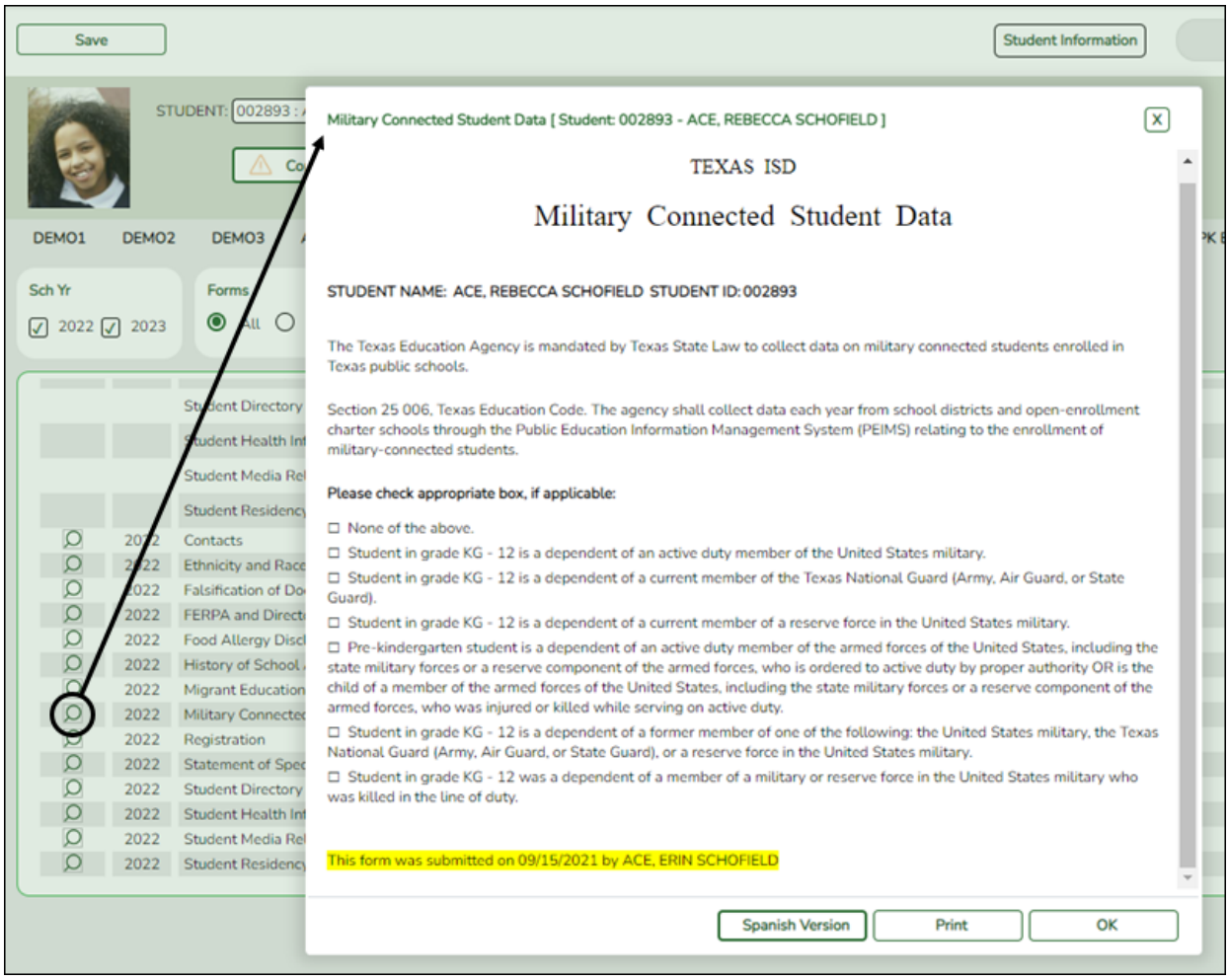
❑ Click **Print** to print the form.

❑ 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.

Several reports are available to assist you in monitoring and maintaining student data changes and forms.

***Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms***

This report provides a list of students who are missing one or more forms for the current school year. You can use the report to identify all students missing a specific form, or identify

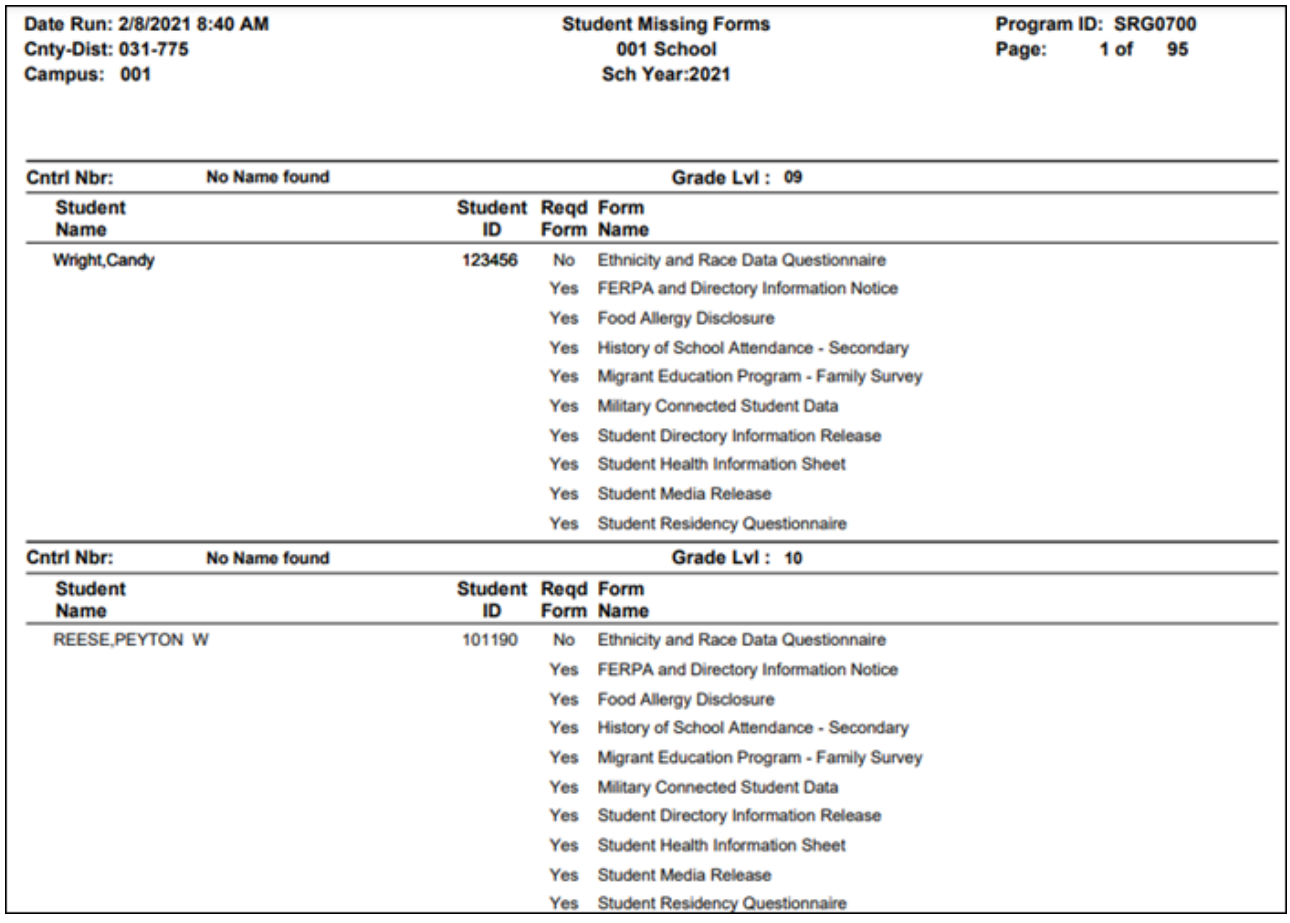
students who are missing any forms.

Before you can run the report for a specific form, the form must be set up in ASCENDER ParentPortal Admin - Form Group Management in the *Returning Student Registration* group or the *Student Data Maintenance* group. Only forms in these groups are available in the ellipsis lookup for the **Form Name** parameter.

Public Documents and New Student Enrollment forms, as well as Archived forms, are excluded.

Note that the **Submit Date** field, as displayed on the ***Forms*** tab, is used to associate a student's form with the current year.

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**Date Run: 2/8/2021 8:40 AM** | **Student Missing Forms** | **Program ID: SRG0700**
**Cnty-Dist: 031-775** | **001 School** | **Page: 1 of 95**
**Campus: 001** | **Sch Year:2021**

**Cntrl Nbr:** **No Name found** **Grade Lvl : 09**

| Student Name | Student ID | Reqd Form | Form Name |
|---|---|---|---|
| Wright,Candy | 123456 | No | Ethnicity and Race Data Questionnaire |
| | | Yes | FERPA and Directory Information Notice |
| | | Yes | Food Allergy Disclosure |
| | | Yes | History of School Attendance - Secondary |
| | | Yes | Migrant Education Program - Family Survey |
| | | Yes | Military Connected Student Data |
| | | Yes | Student Directory Information Release |
| | | Yes | Student Health Information Sheet |
| | | Yes | Student Media Release |
| | | Yes | Student Residency Questionnaire |

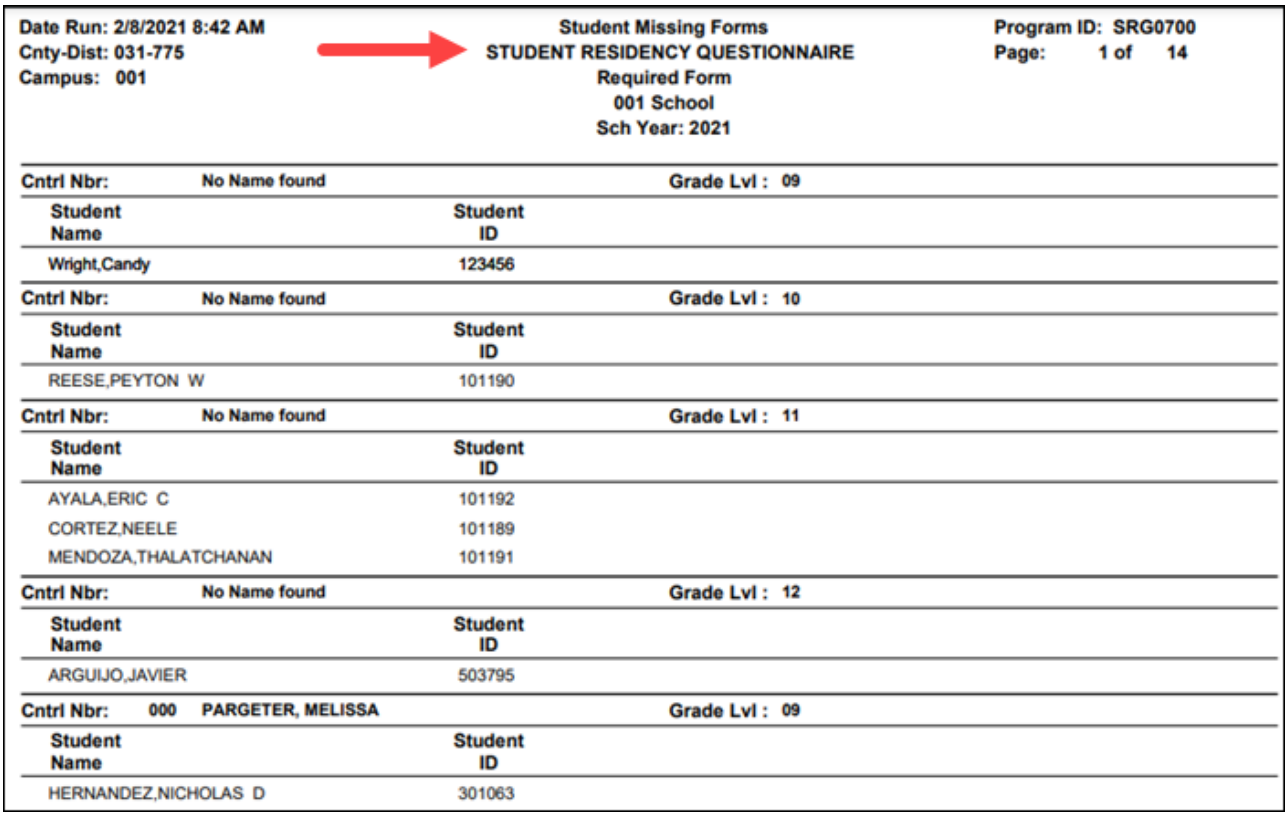
**Cntrl Nbr:** **No Name found** **Grade Lvl : 10**

| Student Name | Student ID | Reqd Form | Form Name |
|---|---|---|---|
| REESE,PEYTON W | 101190 | No | Ethnicity and Race Data Questionnaire |
| | | Yes | FERPA and Directory Information Notice |
| | | Yes | Food Allergy Disclosure |
| | | Yes | History of School Attendance - Secondary |
| | | Yes | Migrant Education Program - Family Survey |
| | | Yes | Military Connected Student Data |
| | | Yes | Student Directory Information Release |
| | | Yes | Student Health Information Sheet |
| | | Yes | Student Media Release |
| | | Yes | Student Residency Questionnaire |

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You can also run the report for a specific form.

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Date Run: 2/8/2021 8:42 AM
Cnty-Dist: 031-775
Campus: 001

Student Missing Forms
STUDENT RESIDENCY QUESTIONNAIRE
Required Form
001 School
Sch Year: 2021

Program ID: SRG0700
Page: 1 of 14

| Cntrl Nbr: | No Name found | Grade Lvl : 09 |
|---|---|---|
| Student Name | Student ID | |
| Wright,Candy | 123456 | |
| **Cntrl Nbr:** | **No Name found** | **Grade Lvl : 10** |
| Student Name | Student ID | |
| REESE,PEYTON W | 101190 | |
| **Cntrl Nbr:** | **No Name found** | **Grade Lvl : 11** |
| Student Name | Student ID | |
| AYALA,ERIC C | 101192 | |
| CORTEZ,NEELE | 101189 | |
| MENDOZA,THALATCHANAN | 101191 | |
| **Cntrl Nbr:** | **No Name found** | **Grade Lvl : 12** |
| Student Name | Student ID | |
| ARGUIJO,JAVIER | 503795 | |
| **Cntrl Nbr:** 000 | **PARGETER, MELISSA** | **Grade Lvl : 09** |
| Student Name | Student ID | |
| HERNANDEZ,NICHOLAS D | 301063 | |

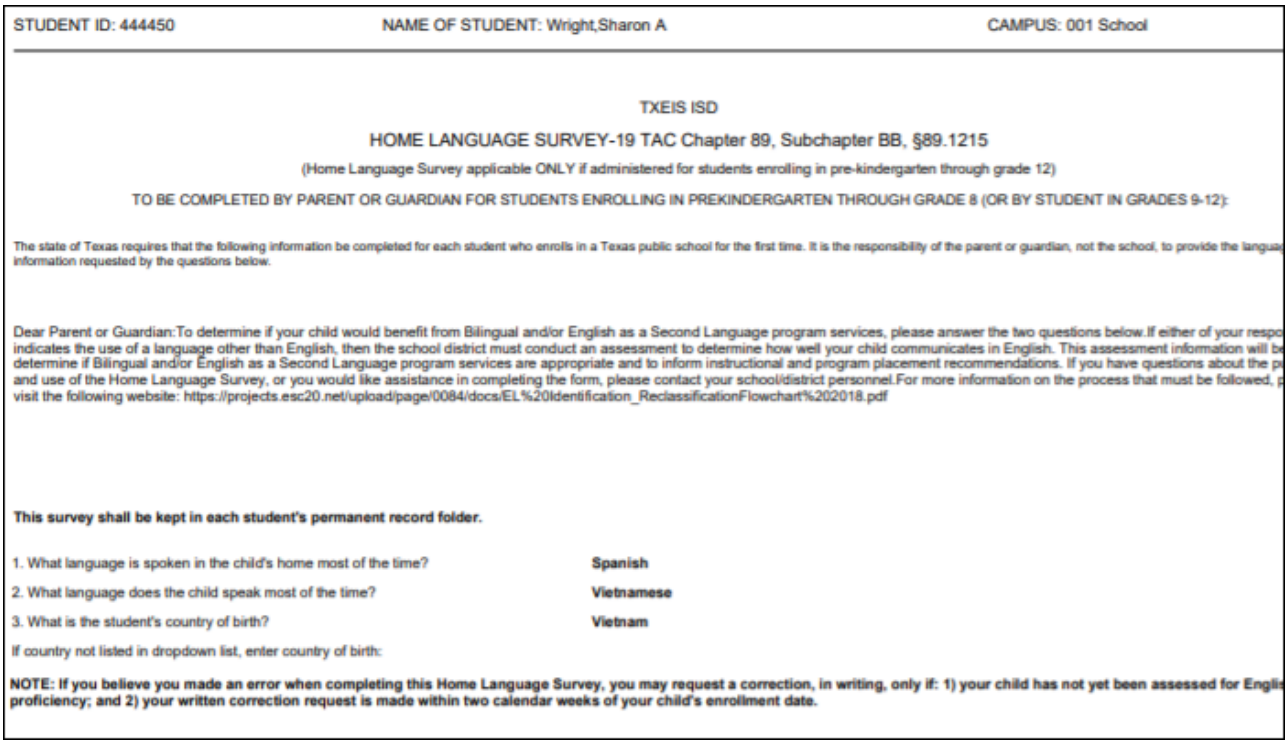
***Registration > Reports > Registration Reports > Student > SRG0710 - Standard Forms (Home Language Survey)***

This report prints the following forms for the selected students. The hard copies must be retained in the student's folder.

- *Home Language Survey*
- *Home Language Survey -19 TAC* (if available)
- *Student Health Information Sheet*

Only forms that were submitted by the parent via ParentPortal are printed; this report does not include forms that were manually recorded as submitted on ***Registration > Maintenance > Student Enrollment > Forms***.

**NOTE:** The report was updated in summer 2019 according to revised TEA guidelines; if a parent submitted the old version of the Home Language Survey form, the old form is printed in this report. If the parent has submitted the new form, the new form is printed.



STUDENT ID: 444450 NAME OF STUDENT: Wright,Sharon A CAMPUS: 001 School

TXEIS ISD

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):

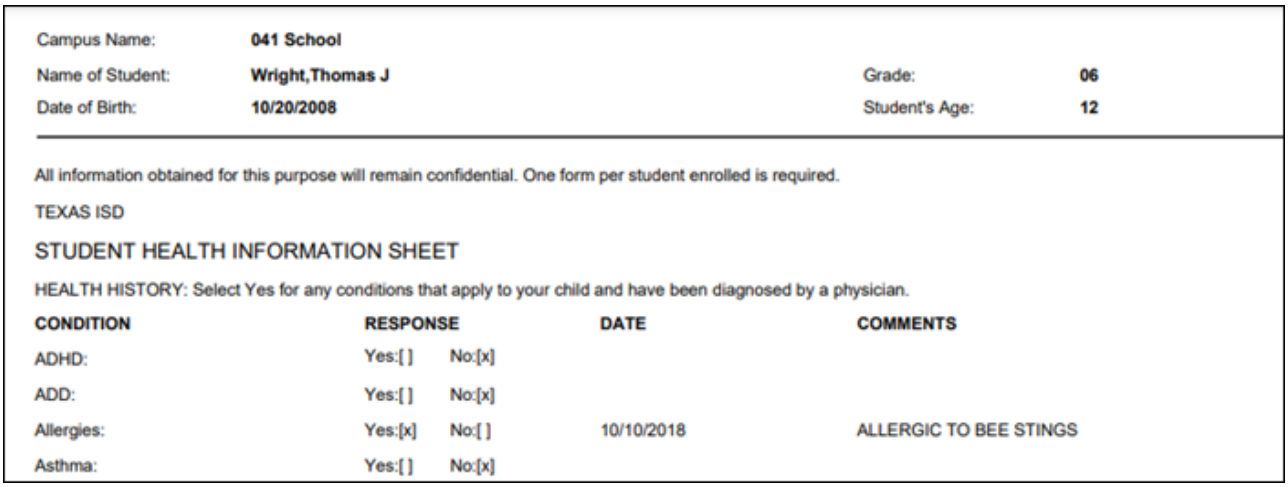
The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the langua information requested by the questions below.

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 respo 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 b 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 p 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, p visit the following website: https://projects.esc20.net/upload/page/0084/docs/EL%20Identification_ReclassificationFlowchart%202018.pdf

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

| | |
|---|---|
| 1. What language is spoken in the child's home most of the time? | **Spanish** |
| 2. What language does the child speak most of the time? | **Vietnamese** |
| 3. What is the student's country of birth? | **Vietnam** |
| 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 Engli proficiency; and 2) your written correction request is made within two calendar weeks of your child's enrollment date.**



Campus Name: **041 School**

Name of Student: **Wright,Thomas J** Grade: **06**

Date of Birth: **10/20/2008** Student's Age: **12**

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

TEXAS ISD

STUDENT HEALTH INFORMATION SHEET

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:[x] | | |
| ADD: | Yes:[ ] | No:[x] | | |
| Allergies: | Yes:[x] | No:[ ] | 10/10/2018 | ALLERGIC TO BEE STINGS |
| Asthma: | Yes:[ ] | No:[x] | | |

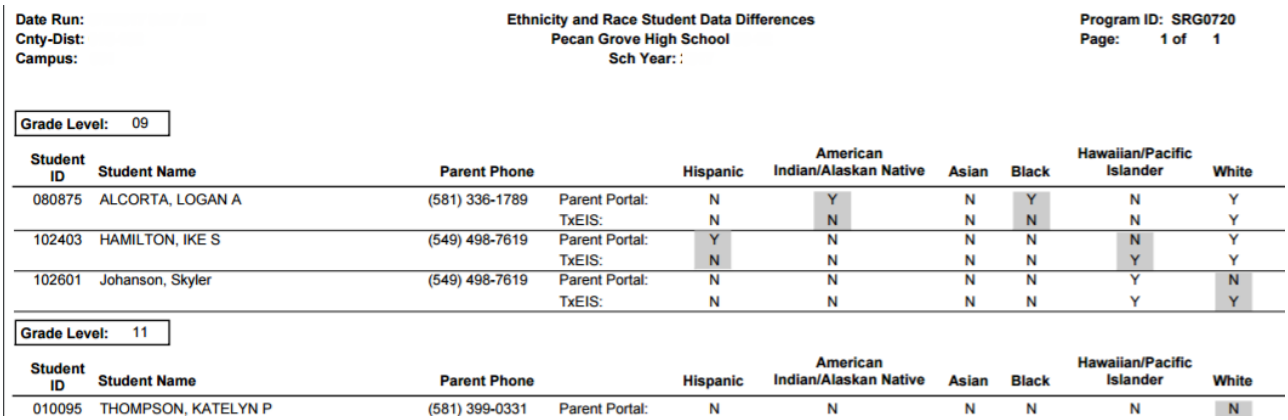
### *Registration > Reports > Registration Reports > Student > SRG0720 - Online Registration Forms Related Reports*

This report displays student form data submitted via the standard forms which are provided to parents in ParentPortal. Various reports can be printed depending on the **Report Name** selected.

The report heading changes according to the selected report.

• If you select one of the *Data Differences* reports, the report lists students who have different information in ParentPortal than in ASCENDER. The differing information is highlighted.

—-



**Date Run:**
**Cnty-Dist:**
**Campus:**

**Ethnicity and Race Student Data Differences**
**Pecan Grove High School**
**Sch Year:**

**Program ID:** SRG0720
**Page:** 1 of 1

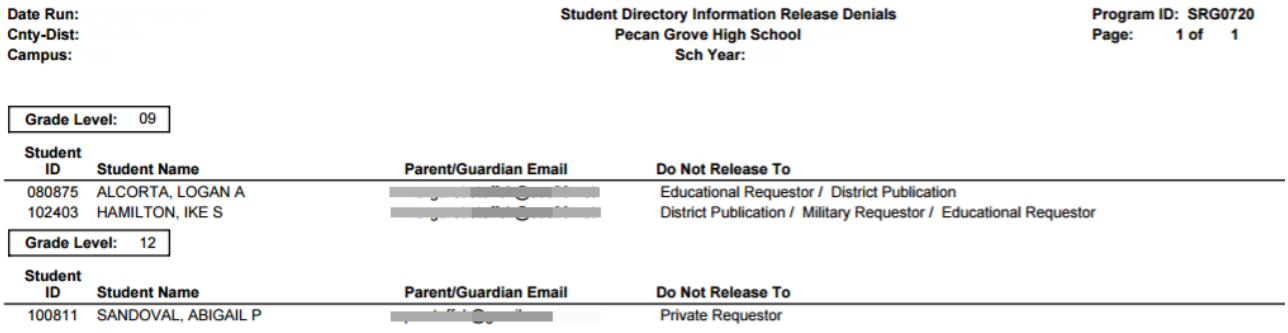
**Grade Level:** 09

| Student ID | Student Name | Parent Phone | | Hispanic | American Indian/Alaskan Native | Asian | Black | Hawaiian/Pacific Islander | White |
|---|---|---|---|---|---|---|---|---|---|
| 080875 | ALCORTA, LOGAN A | (581) 336-1789 | Parent Portal: | N | Y | N | Y | N | Y |
| | | | TxEIS: | N | N | N | N | N | Y |
| 102403 | HAMILTON, IKE S | (549) 498-7619 | Parent Portal: | Y | N | N | N | N | Y |
| | | | TxEIS: | N | N | N | N | Y | Y |
| 102601 | Johanson, Skyler | (549) 498-7619 | Parent Portal: | N | N | N | N | Y | N |
| | | | TxEIS: | N | N | N | N | Y | Y |

**Grade Level:** 11

| Student ID | Student Name | Parent Phone | | Hispanic | American Indian/Alaskan Native | Asian | Black | Hawaiian/Pacific Islander | White |
|---|---|---|---|---|---|---|---|---|---|
| 010095 | THOMPSON, KATELYN P | (581) 399-0331 | Parent Portal: | N | N | N | N | N | N |

• If you select one of the *Release Denials* reports, the report lists students who denied release of directory information to one or more publications or requestors.



**Date Run:**
**Cnty-Dist:**
**Campus:**

**Student Directory Information Release Denials**
**Pecan Grove High School**
**Sch Year:**

**Program ID:** SRG0720
**Page:** 1 of 1

**Grade Level:** 09

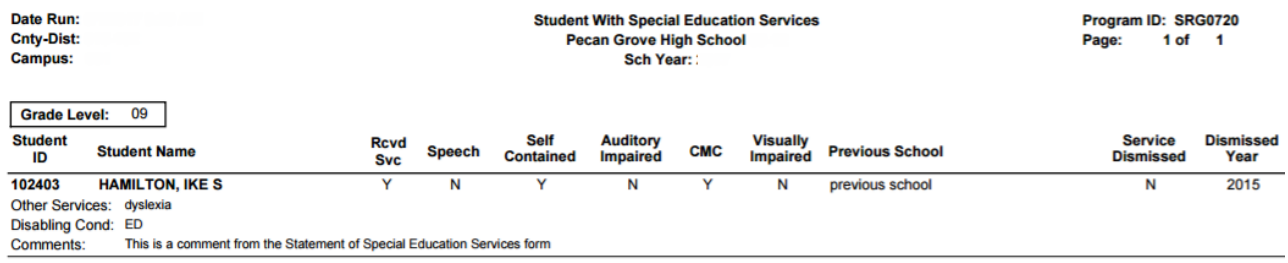
| Student ID | Student Name | Parent/Guardian Email | Do Not Release To |
|---|---|---|---|
| 080875 | ALCORTA, LOGAN A | [redacted] | Educational Requestor / District Publication |
| 102403 | HAMILTON, IKE S | [redacted] | District Publication / Military Requestor / Educational Requestor |

**Grade Level:** 12

| Student ID | Student Name | Parent/Guardian Email | Do Not Release To |
|---|---|---|---|
| 100811 | SANDOVAL, ABIGAIL P | [redacted] | Private Requestor |

• If you select the *Food Allergy Disclosure* report, the report lists only modified data columns.

• The other reports list the students who have submitted the associated form and the data submitted.



**Date Run:**
**Cnty-Dist:**
**Campus:**

**Student With Special Education Services**
**Pecan Grove High School**
**Sch Year:**

**Program ID:** SRG0720
**Page:** 1 of 1

**Grade Level:** 09

| Student ID | Student Name | Rcvd Svc | Speech | Self Contained | Auditory Impaired | CMC | Visually Impaired | Previous School | Service Dismissed | Dismissed Year |
|---|---|---|---|---|---|---|---|---|---|---|
| **102403** | **HAMILTON, IKE S** | Y | N | Y | N | Y | N | previous school | N | 2015 |

Other Services: dyslexia
Disabling Cond: ED
Comments: This is a comment from the Statement of Special Education Services form

### *Registration > Reports > Registration Reports > Student > SRG0730 - Percentage of Forms Submitted per Campus*

This report displays the counts and percentages of students who have submitted enrollment, registration, and student data forms per campus, including:

- Students who have submitted all forms.
- Students who have submitted some forms.
- Students who have submitted no forms.

The count of students at the campus is displayed, and a district total is provided for each column.

Date Run: 3/10/2022 8:11 AM
Cnty-Dist: 964-964

Percentage of Forms Submitted per Campus
TEXAS ISD
Sch Yr: 2022

Program ID: SRG0730
Page: 1

| Campus ID | Total Students | Nbr (Percent) of Students | | |
|---|---|---|---|---|
| | | All Forms Submitted | Some Forms Submitted | No Forms Submitted |
| 001 | 339 | 0 (0.0%) | 5 (1.475%) | 334 (98.525%) |
| 002 | 2 | 0 (0.0%) | 1 (50.0%) | 1 (50.0%) |
| 042 | 229 | 0 (0.0%) | 0 (0.0%) | 229 (100.0%) |
| 101 | 237 | 0 (0.0%) | 1 (0.422%) | 236 (99.578%) |
| District Total: | 807 | 0 (0.0%) | 7 (0.867%) | 800 (99.133%) |

### *Registration > Reports > Registration Reports > Withdrawal > SRG2300 - Student Information Request*

The report lists special program requests for students who enrolled online via ParentPortal.

**Date Run:**
**Cnty-Dist: 020020**
**Campus: 001**

**Student Information Request Report**
**Agarita High School**

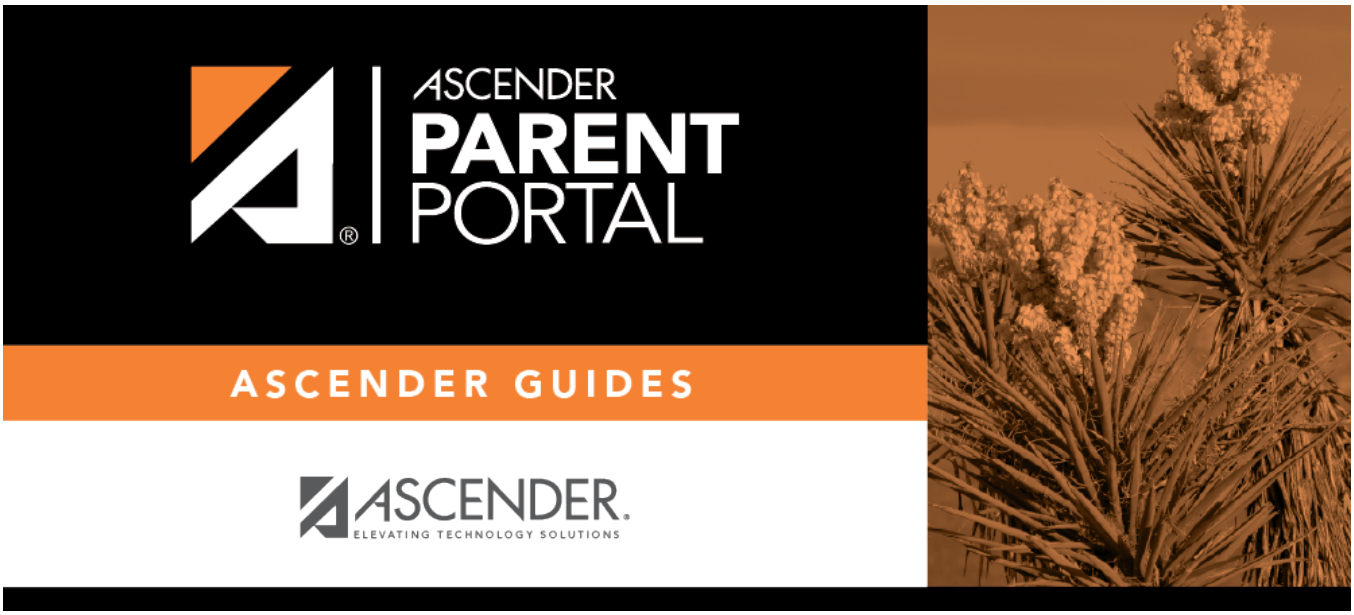
**Program ID: SRG2300**
**Page: 1 of 1**

| Date Accepted | Student Name | Stu ID | Grade | DOB |
|---|---|---|---|---|
| 09-13-2017 | Smith, Jason | 045162 | 10 | 03-25-2002 |

Was Student previously in the following programs?

| | |
|---|---|
| G/T | **Y** |
| Special Education | |
| Special Education Notes | |
| Bilingual/ESL | |
| 504 Program | |
| Dyslexia | |
| Migrant Program | |
| Immigrant Program | |
| Social Services | |
| DAEP/JJAEP | |
| Alternative Program | |
| Foster Care | **N** |
| Homeless | |
| Prior Retention | |
| Last Yr Grade | |
| Other Programs | |

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# Back Cover