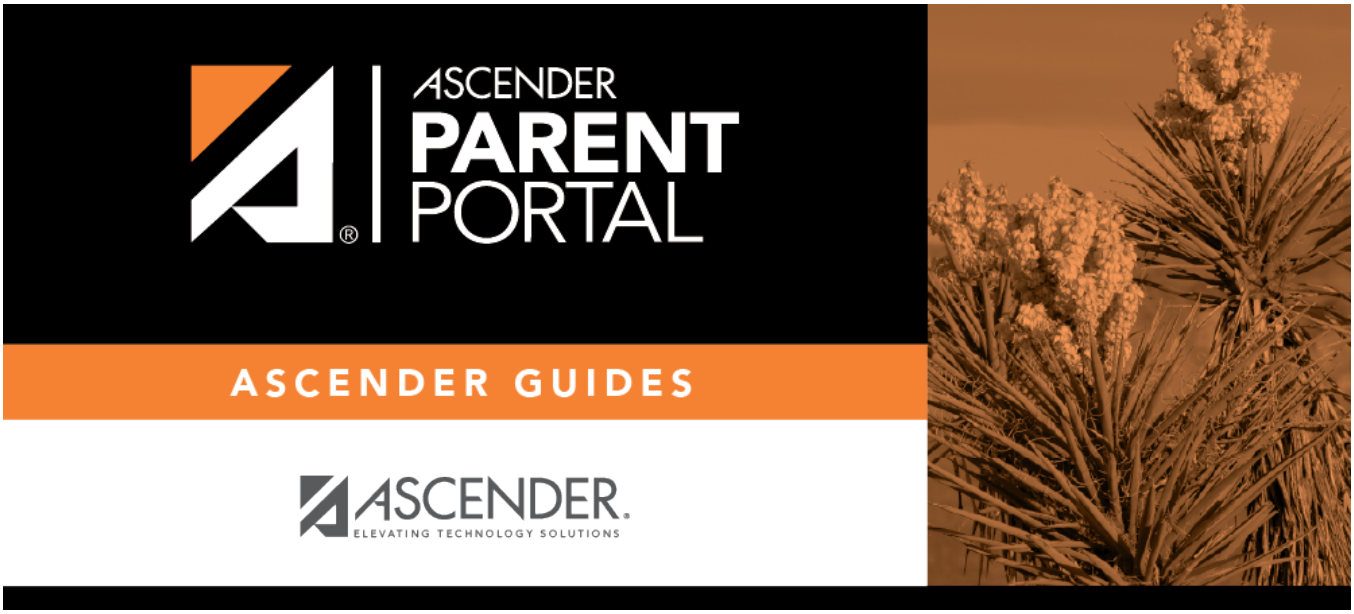



# Parent: Maintain Student Data

# Table of Contents

**Parent: Maintain Student Data** ..... 1

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

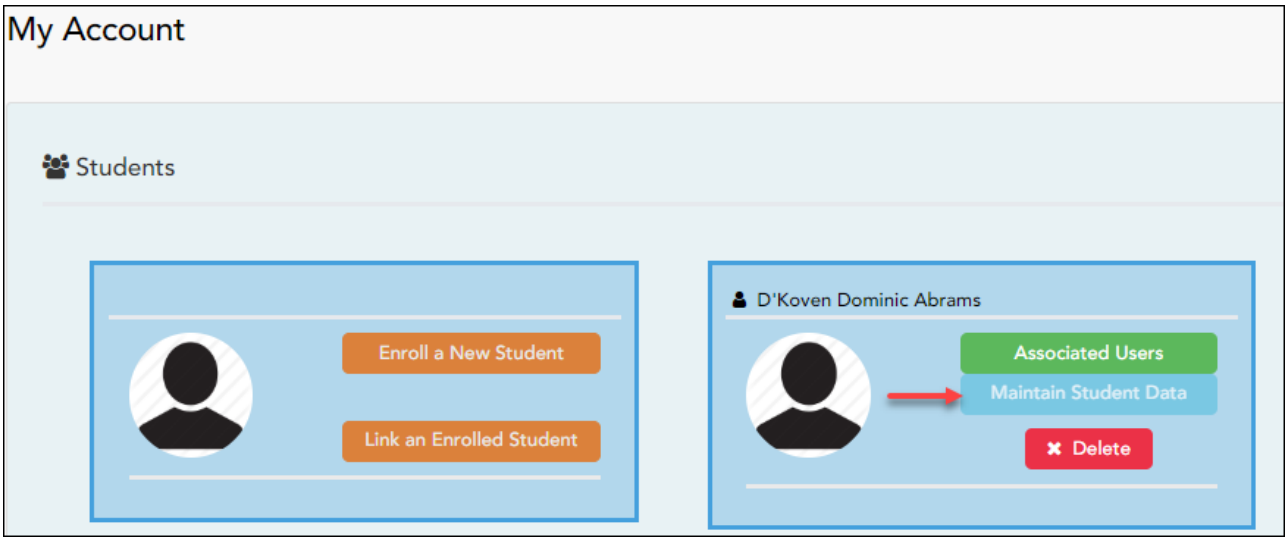
# Parent: Maintain Student Data

If the district has enabled online student data updates, you can submit a request to update your student's current year records at any time, such as an address or phone number change.

1. Update current year data as needed.

   ***ASCENDER ParentPortal > My Account***

   ❑ From the My Account page, click **Maintain Student Data**.

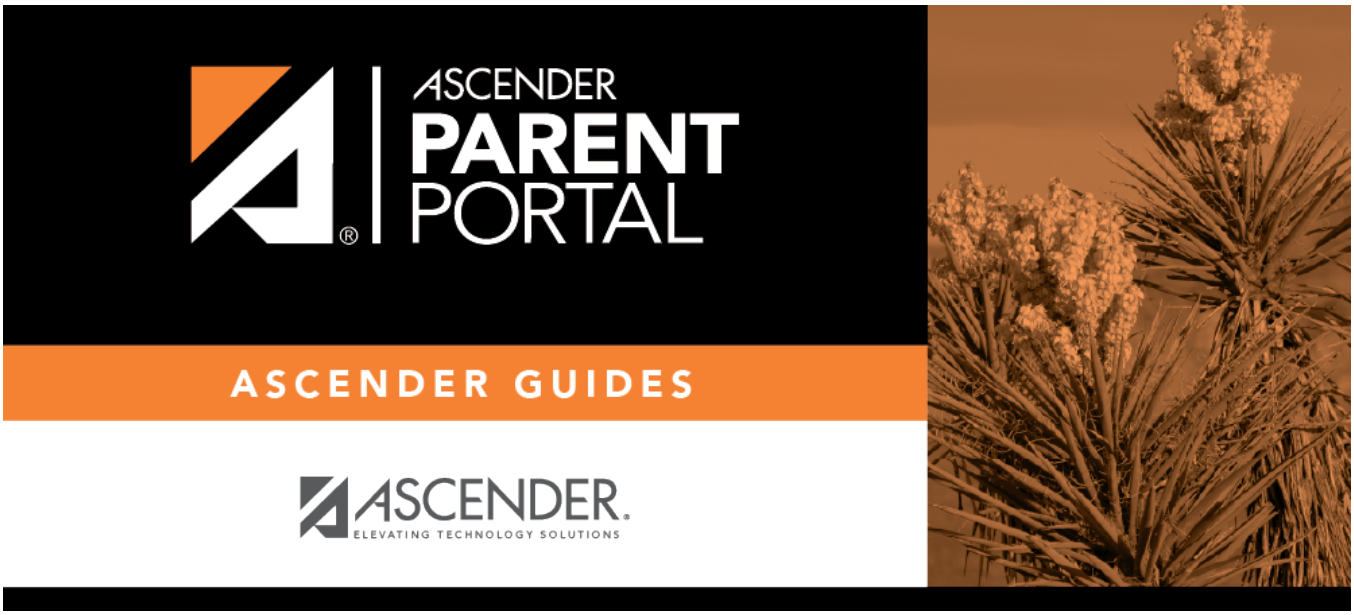



   The Student Data Maintenance page opens.

   ❑ In the left-side navigation bar, click **Student Data Editing** to expand and view the forms that can be updated.

   ❑ Click the form name, and the form opens on the right.

   ❑ Type over existing text with new information.


ASCENDER
PARENT
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover