



ASCENDER GUIDES



## Parent: Maintain Student Data



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# ParentPortal Admin: Enrollment, Registration, and Data Updates

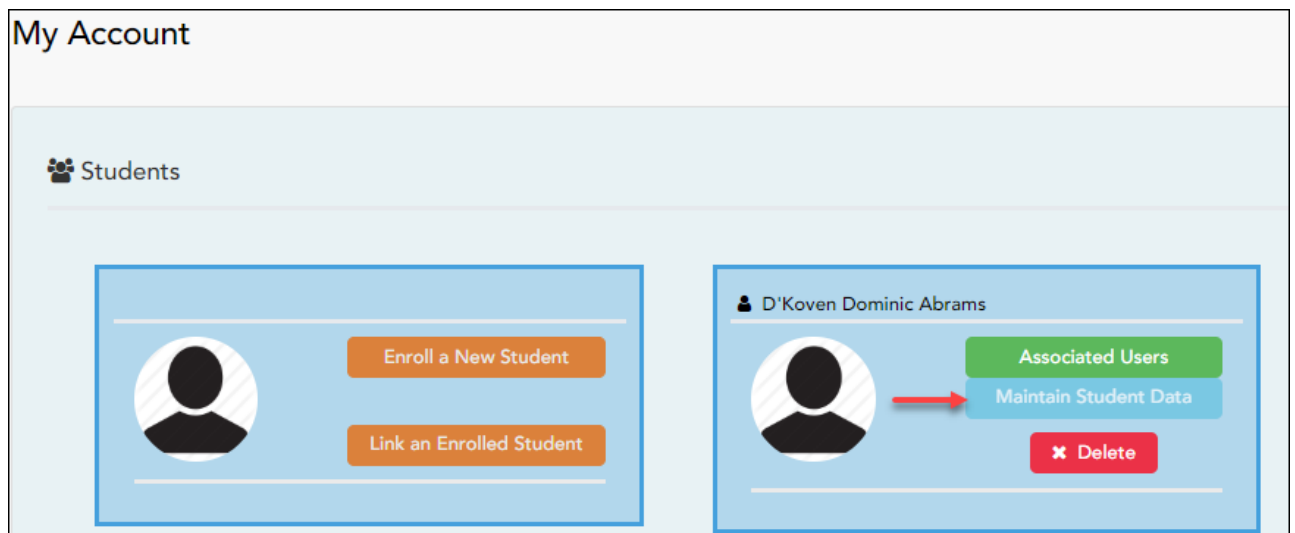
## Parent: Maintain Student Data

If the district has enabled online student data maintenance, 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.



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