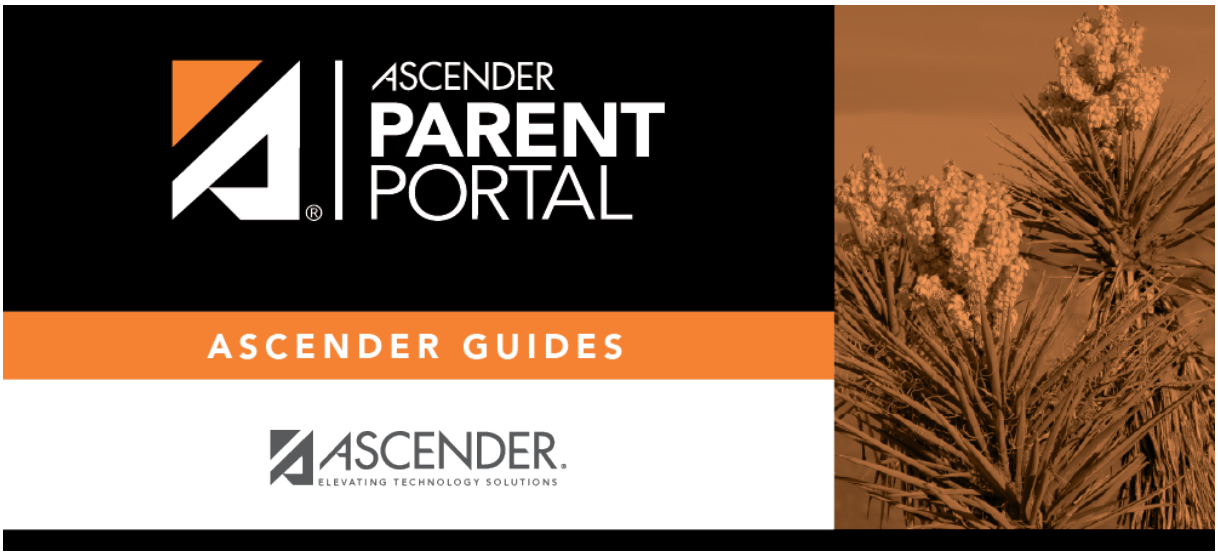
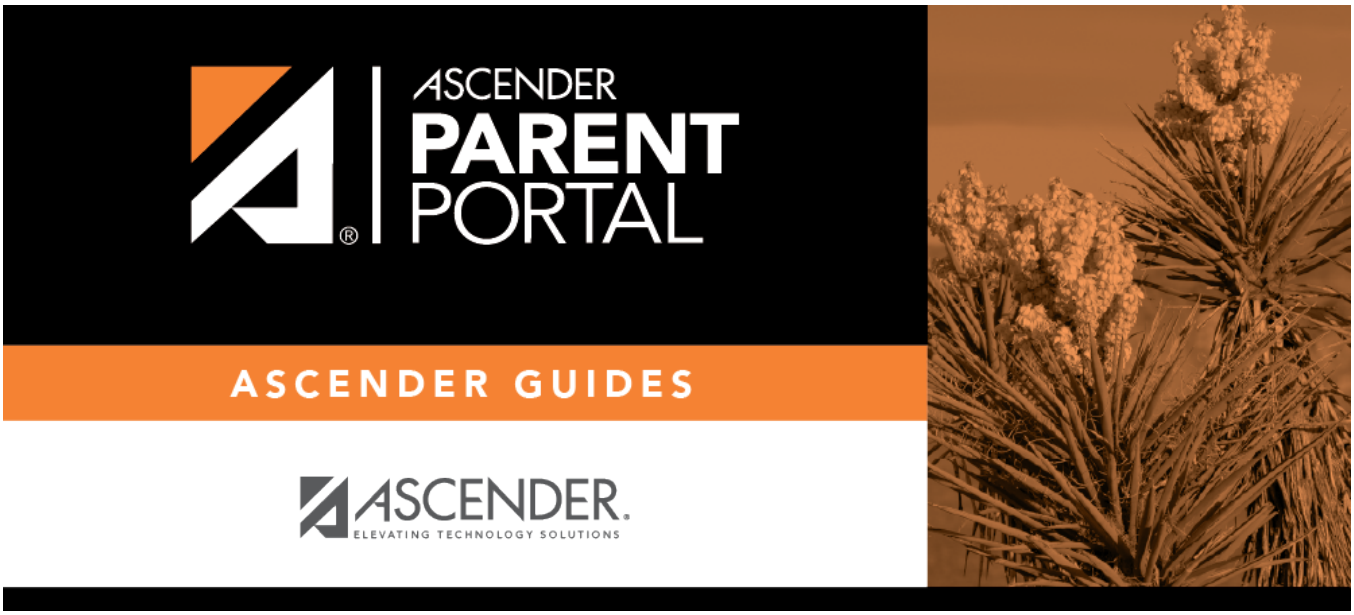


parentportal_campus_review_accept_data_changes

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ASCENDER ParentPortal - Campus: Review & Accept Data Changes Quick Checklist				
NOTE: These steps are completed in ASCENDER Registration.				
✔	**Step**	**Completion Date**	**Completed By**	**Notes**
Review and Accept Pending Data Change Requests				
	Monitor the Pending Updates tab for data change requests.			
	Accept or reject the data or forms. • Standard forms are accepted/rejected as a whole. • For dynamic forms, you can accept/reject individual data fields.			
	Enter comments for any change you reject.			
Review and Accept Pending Returning Student Registration Forms				
	Monitor the Forms tab for submitted forms. • Select the current year to view data change requests for the current school year. • Select the next year forms to view registration forms for the upcoming school year.			
	Record the date for any hand-delivered forms.			
Run Reports				
	Run SRG0700 - Student Missing Forms.			
	Run SRG0710 - Standard Forms (Home Language Survey) report.			
	Run SRG0720 - Online Registration Forms Related Reports.			
	Run SRG0730 - Percentage of Forms Submitted per Campus.			
	Run SRG2300 - Student Information Request.			


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