



ASCENDER GUIDES



## Registration (Registro)



# Table of Contents

**Registration** ..... 1



# Registration

## ASCENDER ParentPortal > Summary > Registration

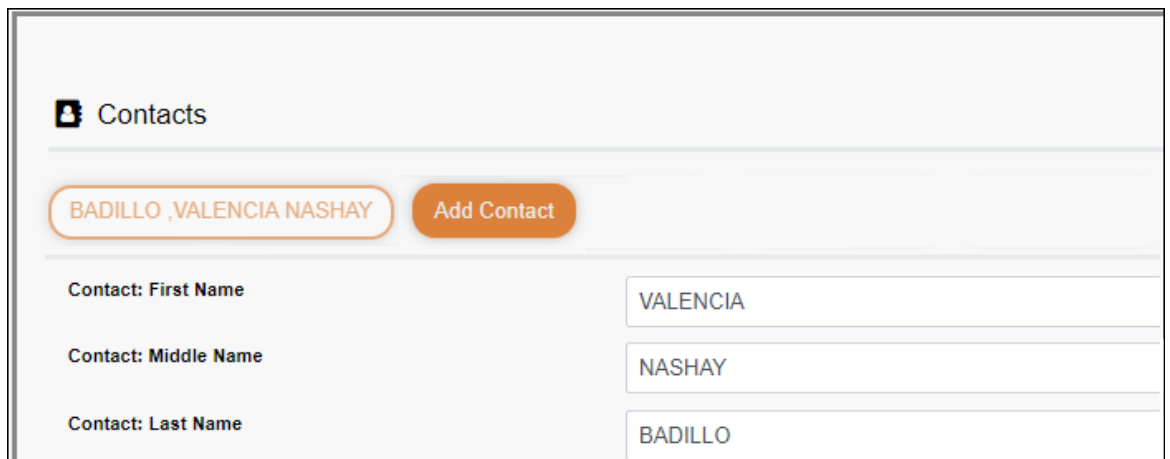
Campuses typically require enrolled returning students to re-register each year for the upcoming school year and to complete forms that are required annually. Registration typically occurs during a range of dates according to district requirements. During those dates, you can access Registration from the student's Summary page.

☐ Click **Start Registration**.

The first form in the list opens on the right side of the page.

Depending on the form type and district requirements, a form will require one of two actions:

- View only or download
  - Review and update
- **View only or download:** View the form and acknowledge that you have viewed the form. There is no data to enter.
    - For a static form, click **Download Attached Document** to open, save, and/or print the form.
    - For a standard form, the form automatically opens on the right side of the page.
    - By clicking **Next Form**, you are confirming that you viewed the form.
  - **Review and update:** Review existing data. Add or update data as needed.
    - For a dynamic form, add or change data. Type over the existing data with new data where applicable.
    - For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact. Click **Add Contact** to add a new contact.



**Contacts**

BADILLO ,VALENCIA NASHAY    Add Contact

Contact: First Name    VALENCIA

Contact: Middle Name    NASHAY

Contact: Last Name    BADILLO

- If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.
- Texas standard forms must be re-submitted each year. All data must be re-entered.

Click **Next Form**.

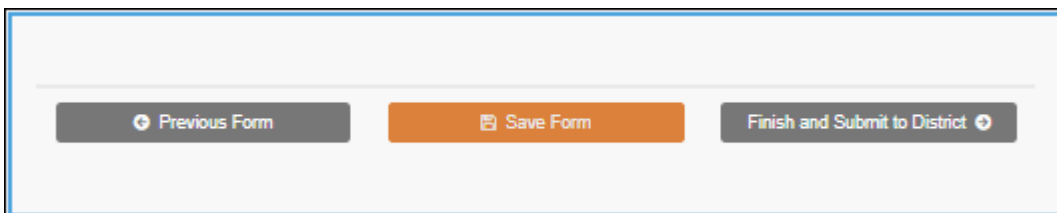
The next form in the list is displayed on the right.

Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.

- If you are not ready to complete a form, click **Save Form** to save any data entered so far.
- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.
- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.

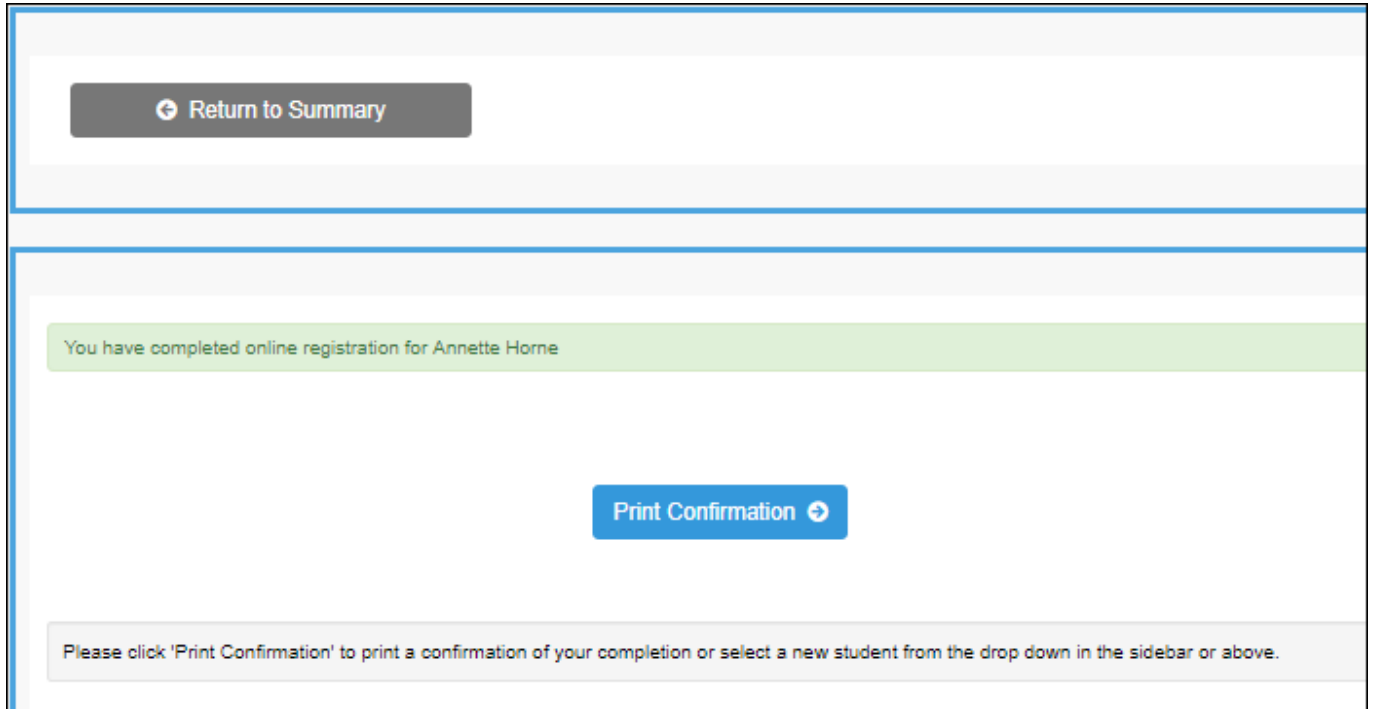


When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.



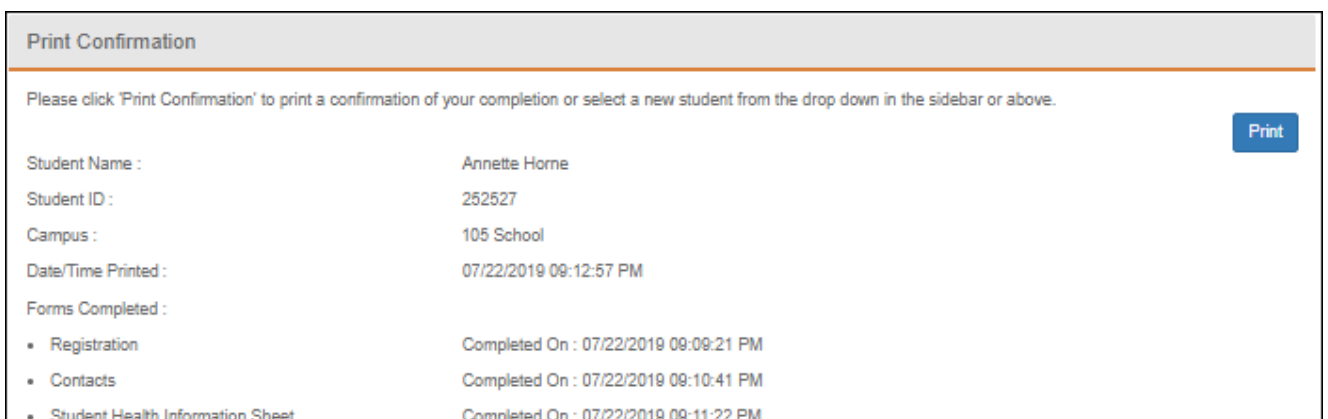
- Click **Finish and Submit to District**.

The final page opens allowing you to print a confirmation for your records.



- Click **Print Confirmation**.

A page opens in a new window which lists the dates on which each form was completed.



Print this page for your records, then click **Close Window**.

## Edit Data:

- To update data you already entered, return to the form, type over existing data, and submit the

form again.



## Back Cover