



ASCENDER GUIDES



## **Student Data Maintenance (Mantenimiento de los datos del estudiante)**



# Table of Contents

<b>Student Data Maintenance</b> .....	1
<b>Student Data Maintenance</b> .....	1



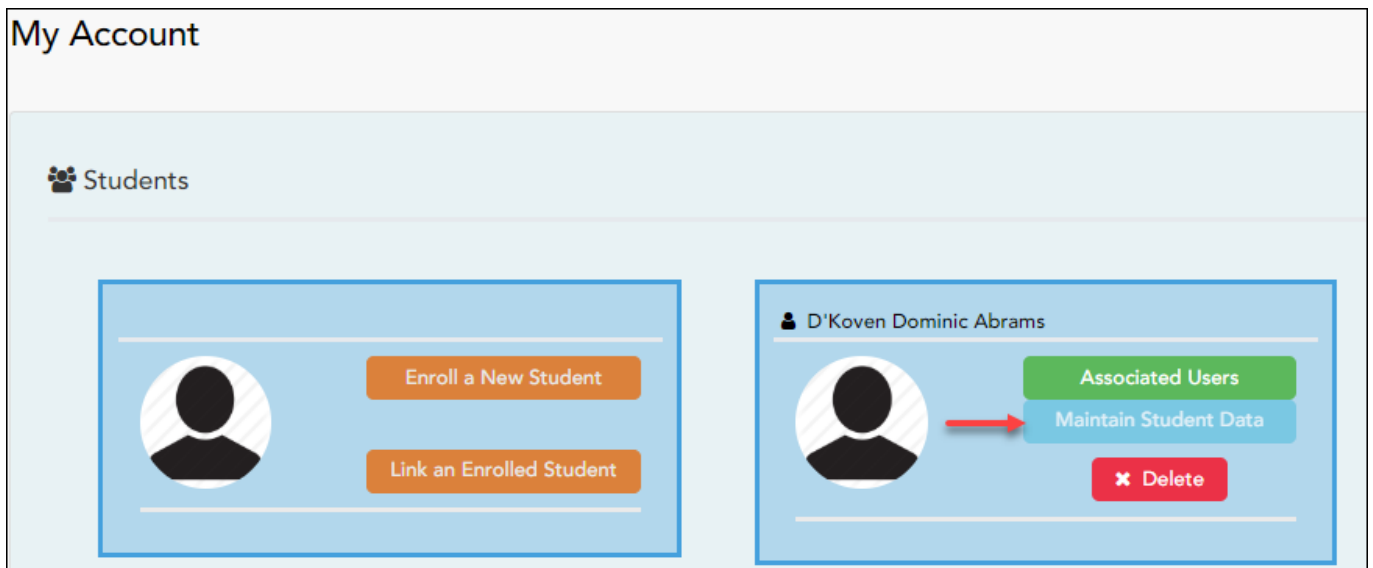
# Student Data Maintenance

(Mantenimiento de los datos del estudiante)

**ASCENDER ParentPortal > My Account > Student Data Maintenance**

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.

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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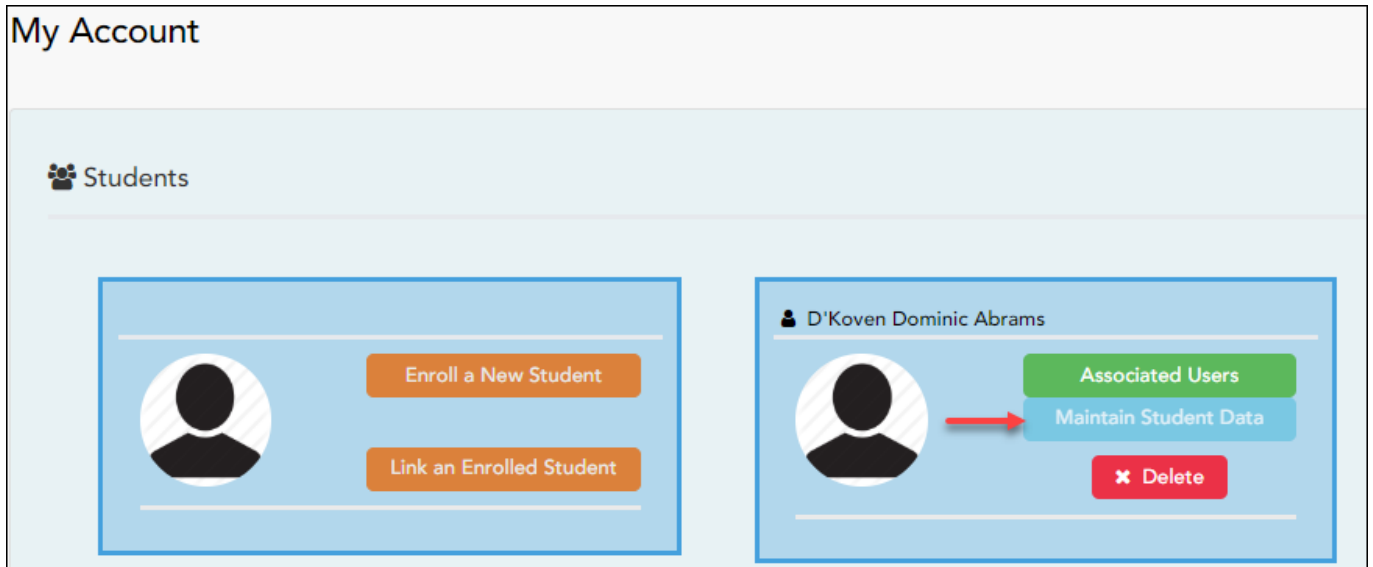
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## Back Cover