

ASCENDER ParentPortal - Quick Checklist

Campus: Review & Accept Data Changes

NOTE: These steps are completed in TxEIS Registration.

| Step | ✓ | Completion Date | Completed By | Notes |
|---|---|-----------------|--------------|-------|
| Review & Accept Pending Data Change Requests | | | | |
| Monitor the Pending Updates tab for data change requests. | | | | |
| Accept or reject the data or forms. <ul style="list-style-type: none"> • 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 & Accept Pending Returning Student Registration Forms | | | | |
| Monitor the Forms tab for submitted forms. <ul style="list-style-type: none"> • 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. | | | | |