



ASCENDER GUIDES



## Campus: Review & Accept Data Changes



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# ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

## Campus: Review & Accept Data Changes

**These steps are completed in TxEIS Registration.**

Once a parent has a valid ParentPortal ID for an enrolled student, the parent can add a student to his ASCENDER ParentPortal account and access the student's attendance, grades, and more. If the district has enabled parents to update a student's registration data, a parent can complete annual online registration for the upcoming school year, as well as submit changes to his student's current year data from ParentPortal, such as address and telephone number changes.

As parents update data for their students, campus staff must review and approve each change.

The parent can also review, complete, and submit forms via ParentPortal. As parents review and submit forms from ParentPortal, the campus staff can monitor the status and identify students who are missing required forms.

Follow these steps to monitor and approve data changes, and identify students who are missing forms.

Campus: Review & Accept Data Changes (PDF) (prints separately)

### Prerequisites:

- The steps in this guide must be completed in Registration by a user who has access to the pages described in these steps. Basic knowledge of the Registration application is assumed.
- For online registration changes, the district must have enabled parents to update student registration data online for the upcoming school year (i.e., the **Active Online Registration From** and **To** date fields must be set to allow parents a window of time in which to register.)
- For updates to a student's current year records, the district must have enabled parents to update student data online (i.e., the **Allow parents access to Student Data forms** field must be set to Yes.) See [District: Set Up & Enable Forms](#).

1. [Review submitted changes.](#)

***Registration > Maintenance > Online Registration > Pending Updates***

The Pending Updates page allows you to review and approve or reject a student's pending updates received from ParentPortal. The list includes changes submitted for online registration, as well as student data change requests for the current year.

On the ASCENDER landing page, the number of students with pending data updates is displayed.

The screenshot shows the ASCENDER landing page with a green header. On the left, a sidebar menu lists various applications. The 'My Applications' item is highlighted with a red arrow. Two callout boxes are overlaid on the page:

- Approval Summary** (top right):
 

# Pending	ID/Freq	Approval Type
0	C	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	0	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/5	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/6	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0		<a href="#">Payroll &gt; Self-Service Payroll Approval</a>
0		<a href="#">Personnel &gt; Self-Service Demographic Approval</a>
0	C/4	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0	C/5	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0	C/6	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0		<a href="#">Purchasing &gt; Approve Bundle Requisitions</a>
0		<a href="#">Purchasing &gt; Approve Requisitions</a>
0		<a href="#">Purchasing &gt; Next Year Approve Requisitions</a>
- Online Registration** (bottom right):
 

# Pending	Campus	Registration Type
4	001	<a href="#">Pending Approvals</a>
0	002	<a href="#">Pending Approvals</a>
0	003	<a href="#">Pending Approvals</a>
1	042	<a href="#">Pending Approvals</a>
2	101	<a href="#">Pending Approvals</a>
6		<a href="#">New Student Enrollment</a>

On *Registration > Maintenance > Online Registration > Pending Updates* a list of students who have pending update requests is displayed.

Details	Stu ID	Last Name	First Name	Middle Name	Grade
	503992	BAILEY	DAVID	JERIAH	09
	504743	BAILEY	HAYDEN	SCOTT	11

Click to view the details of the pending updates.

The student's data is displayed on the **Pending Update Details** page where you can

approve or deny each pending update.

Save
Student Information
School Year: 2021-2022
Campus 001: 001 School

Student ID: 002893 Student Name: Ace, Rebecca Schofield

Inquiry

Decision	Submitted For	Field	Current Value	New Value	Comment	Submitted By	Doc Req'd
<input type="radio"/> Pending All <input type="radio"/> Accept All <input type="radio"/> Reject All		Student Health Information Sheet	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Student Residency Questionnaire	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Student Media Release	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	History of School Attendance - Secondary	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Student Directory Information Release	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Migrant Education Program - Family Survey	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Ethnicity and Race Data Questionnaire	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Statement of Special Education Services	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Food Allergy Disclosure	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace, Rebecca Schofield	Military Connected Student Data	---	---		Ace , Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Ace , Erin S	Contact: Relation	1	Mother		Ace , Erins	N

<b>Submitted For</b>	The student's name for which the request was submitted is displayed.
One of the following is displayed:	
<ul style="list-style-type: none"> <li>• For a standard or static form, the form name is displayed.</li> <li>• For a dynamic form, the ParentPortal field type for which the update was requested is displayed.</li> </ul>	

For a standard form, you can click next to the form name to view the form in a pop-up window.

Save
Student Information
School Year: 2020-2021

Student ID: 503992 Student Name: Bailey, David Jeriah

Inquiry

Decision	Submitted For	Field
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	Student Media Release
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	Student Phone
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	Street Direction (Physical)
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey , Erin S	Contact: Phone
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey , Erin S	Contact: Military

Student Media Release [ Student: 503992 - Bailey, David Jeriah ]

TEXAS ISD

**STUDENT MEDIA RELEASE**

Student Name: Bailey, David Jeriah Student ID#503992

During the school year, opportunities arise to provide positive information and publicity about our programs and events to the general public or specific audiences. In some cases, we may receive requests from the news media or professional persons to interview, photograph, and/or film students for news or non-profit publications, television or radio broadcasts, or for educational information and training or various publications and brochures printed by TEXAS ISD and parent-teacher organizations.

Permission is needed for your child to be the subject of any news media publicity or to be included in district publications. Your selection will be kept on file for future reference and will remain in effect unless revoked in writing by the parent/guardian.

Yes  No

In addition, I give permission for my child's name, work and likeness to appear on the Internet.

This form was submitted on 02/09/2021 by Bailey , Erin S

[Spanish Version](#) [Print](#) [OK](#)

**NOTE:** If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields.

- Click **Spanish Version** to view a Spanish version of the form. Click **English Version** to return to the English version.
- Click **Print** to print the form.
- Click **OK** to close the window.

<b>Current Value</b>	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
<b>New Value</b>	The newly submitted information is displayed. This only applies to dynamic form fields.
<b>Submitted By</b>	The name of the parent/guardian who submitted the request is displayed.
<b>Doc Reqd</b>	This field is currently not in use. N is always displayed for dynamic form fields.

**Decision:**

<b>Accept All</b>	Select to approve all of the student's pending update requests.
<b>Accept</b>	Select to approve a particular pending update.
<b>Reject All</b>	Select to reject all of the student's pending update requests.
<b>Reject</b>	Select to reject a particular pending update.
<b>Pending All</b>	Select to revert all requests to a pending status. This must be done prior to saving.

If you reject an update:

- You must enter comments explaining your decision. Include detailed explanation and action required of the parent.
- An email message is sent to the parent notifying him that the change was not approved.

Click  to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens.

Save      Student Information      School Year: 2020-21

Student ID: 503992    Student Name: Bailey, David Jeriah      Inquiry

Decision	Submitted For	Field	Current Value	New Value	Comment	Submitted By	Doc Reqd
<input type="radio"/> Pending All <input type="radio"/> Accept All <input type="radio"/> Reject All		Student Media Release	---	---		Bailey, Erins	---
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	Student Phone	2793891	5555559		Bailey, Erins	N
<input type="radio"/> Pending <input type="radio"/> Accept <input checked="" type="radio"/> Reject	Bailey, David Jeriah	Street Direction (Physical)		North		Bailey, Erins	N
<input type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah						
<input type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, Erin S	Contact					
<input type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, Erin S	Contact					

Reviewer's Comments: 503992

You must provide proof of physical street address. Please bring a utility bill or some other document verifying your address to campus.

**IMPORTANT!** Comments are required when you reject a request. Include detailed explanation and action required of the parent.

- a. Add or update comments as needed, up to 255 characters.
- b. Click **OK**.
- c. You must click **Save** on the Pending Updates page in order to save the updated data.

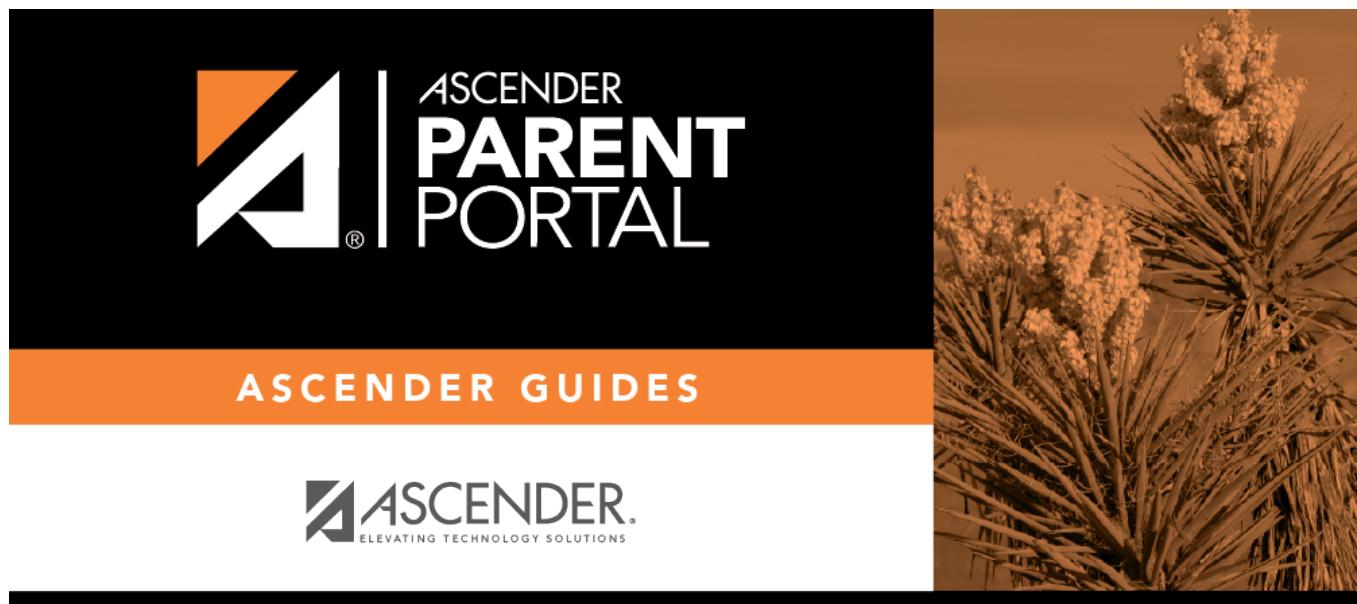
A red comment icon indicates that reviewer's comments exist for the request.

Click **Save**.

**NOTE:** Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the **Pending Updates** page.

2. Monitor student form submission.

3. Run reports.



## Back Cover