



ASCENDER GUIDES



## Campus: Review & Accept Data Changes



# Table of Contents

**Campus: Review & Accept Data Changes** ..... 1



# 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 dashboard. On the left is a navigation menu with 'My Applications' highlighted and a red arrow pointing to it. The main content area contains two summary tables:

# 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>

# 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.

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

**Submitted For**

The student's name for which the request was submitted is displayed.

One of the following is displayed:

- For a standard or static form, the form name is displayed.
- For a dynamic form, the ParentPortal field type for which the update was requested is displayed.

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

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

**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 I give permission for my child to be interviewed, photographed, and/or filmed for public news media, professional education information, or any other non-profit publication for public use (e.g. newsletters).

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**

**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 Req'd</b>	This field is currently not in use. N is always displayed for dynamic form fields.
<b>Decision:</b>	
<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:	
<ul style="list-style-type: none"> <li>• You must enter comments explaining your decision. Include detailed explanation and action required of the parent.</li> <li>• An email message is sent to the parent notifying him that the change was not approved.</li> </ul>	

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 Req'd
<input type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	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 checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, David Jeriah	Contact					
<input checked="" type="radio"/> Pending <input type="radio"/> Accept <input type="radio"/> Reject	Bailey, Erin S	Contact					
<input checked="" 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.

OK Cancel

**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.

**Registration > Maintenance > Student Enrollment > Forms**

The Forms tab allows you to view the status of a student's forms and maintain submission dates for hand-delivered forms.

Form information is displayed differently on this tab depending on the form type.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in ParentPortal Admin on the Form Management pages.

- If a parent acknowledges the form via ParentPortal, you can view the form data and submission date.
- If a parent submits a form change via ParentPortal, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was delivered.

The Forms tab is not available until you retrieve a student on the **Student Enrollment** page. For a new student, you must enter and save all required data on the **Demo1** tab before proceeding to this tab.

Save School Year: 2020-2021

STUDENT: 504251 : AGUILAR, KAYLEIGH NORA TEXAS UNIQUE STU ID: 7181977627 Retrieve

Comments Bus Info Documents

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS GENERIC PK ENROLL FORMS

Sch Yr Forms Filter

2021  2022  All  Required  Non Required

Details	Sch Yr	Form Name	Submit Date	Submitter ID	Approval Date	Approver ID	Required Form
		Ethnicity and Race Data Questionnaire			N/A	N/A	N
		FERPA and Directory Information Notice			N/A	N/A	Y
		Food Allergy Disclosure			N/A	N/A	Y
		History of School Attendance - Secondary			N/A	N/A	Y
		Migrant Education Program - Family Survey			N/A	N/A	Y
		Military Connected Student Data			N/A	N/A	Y
		Student Directory Information Release			N/A	N/A	Y
		Student Health Information Sheet			N/A	N/A	Y
		Student Media Release			N/A	N/A	Y
		Student Residency Questionnaire			N/A	N/A	Y

All current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- The list [can be re-sorted](#).

### filters

You can filter the listed forms:

<b>filters</b>	
<b>Sch Yr</b>	<p>Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year).</p> <p>For example, if it is currently the 2019-2020 school year, and registration is open for the 2020-2021 school year, select <b>2020</b> to see student form changes submitted for the current school year, and/or select <b>2021</b> to see form changes submitted from online registration.</p> <p>Annual Student Data Rollover (ASDR) affects the school years displayed. After ASDR is run, the previous school year drops off, and the next school year is added.</p>
<b>Forms</b>	Select which forms you want to view for the selected school year(s).

Click **Filter**.

<b>Form Name</b>	The name of each form is displayed.
<b>Submit Date</b>	<p>For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ParentPortal is displayed.</p> <p>If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click  to select the date from a calendar, and click <b>Save</b>.</p> <p>The date is saved in the <b>Submit Date</b> field.</p> <p><b>IMPORTANT:</b> You cannot enter a date unless you have filtered for one school year. If the <b>Sch Yr</b> field has both school years selected, or if no school year is selected, the field is disabled.</p>
<b>Submitter ID</b>	<p>For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via ParentPortal is displayed, according to the ID used to log on to ParentPortal.</p> <p>If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the <b>Submit Date</b> date is displayed, according to the ID used to log on to ASCENDER.</p>
<b>Approval Date</b>	<p>For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed.</p> <p>'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.</p>
<b>Approver ID</b>	<p>For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to ASCENDER.</p> <p>'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.</p>
<b>Required Form</b>	Y or N is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. N is only displayed if the form is not required in any group; otherwise, Y is displayed.

Click  to view the form details.

**NOTE:** For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.

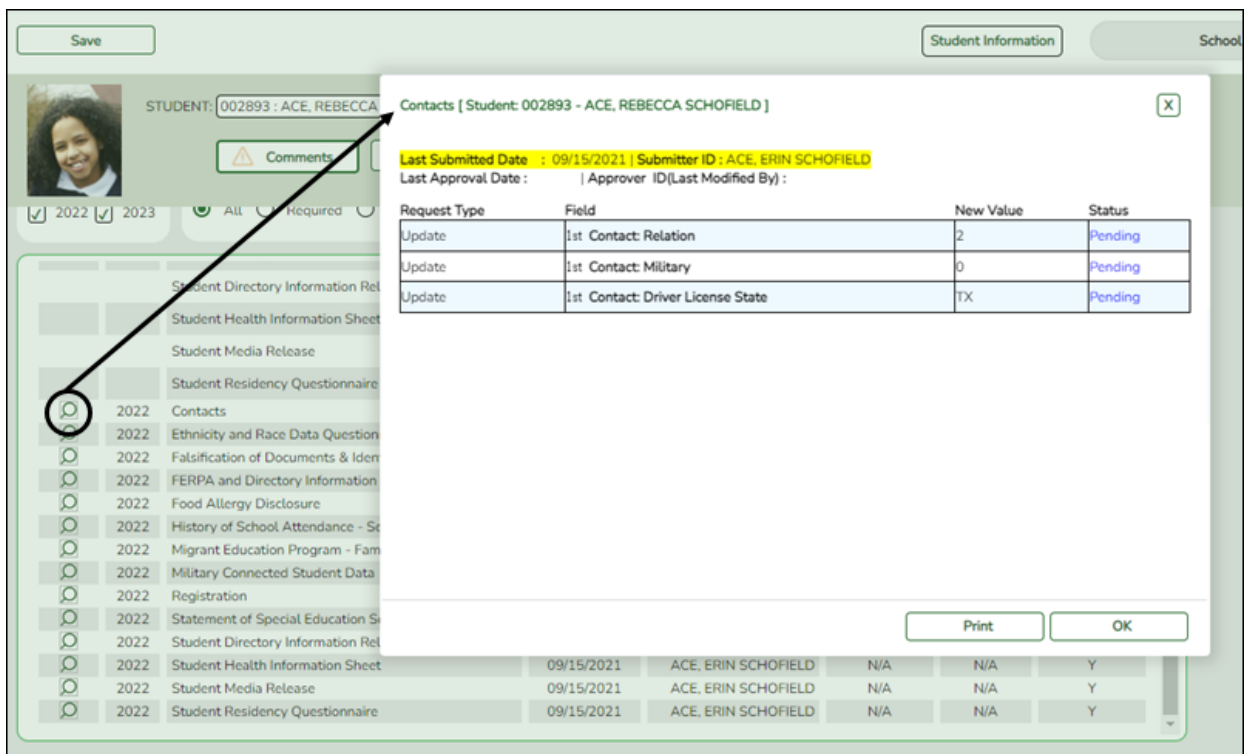
## DYNAMIC FORMS

If the parent submitted a change to any editable field in a dynamic form via ParentPortal, the each field change must be approved/rejected individually on **Pending Updates**.

If multiple changes have been submitted, the fields display data for the most recent change submitted.

☐ Click  to view details of the requested change(s).

A dynamic form is displayed as a table of fields and values. Only fields that have new or updated values are listed.



The screenshot shows a web interface for a student's profile. A modal window titled "Contacts [ Student: 002893 - ACE, REBECCA SCHOFIELD ]" is open, displaying a table of updates. The table has columns for Request Type, Field, New Value, and Status. The modal also shows "Last Submitted Date : 09/15/2021" and "Submitter ID : ACE, ERIN SCHOFIELD".


Request Type	Field	New Value	Status
Update	1st Contact: Relation	2	Pending
Update	1st Contact: Military	0	Pending
Update	1st Contact: Driver License State	TX	Pending

<b>Request Type</b>	<b>New Record</b> is displayed if no data currently exists.  <b>Update</b> is displayed if the parent requested to change the existing data.  <b>Delete</b> is displayed if the parent requested to remove the existing data.
<b>Field</b>	The field indicates which data is being updated.
<b>New Value</b>	The new value entered by the parent in ParentPortal is displayed.

<b>Status</b>	<p><b>Accepted</b> is displayed (in green) if the campus administrator accepted the change.</p> <p><b>Rejected</b> is displayed (in red) if the campus administrator rejected the change.</p> <p><b>Pending</b> is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.</p>
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- Click **Print** to print the form.
- Click **OK** to close the form.

## STANDARD FORMS

- Click  to view a standard form.

The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.

The screenshot shows a web interface with a sidebar on the left containing a list of forms for the year 2022. The 'Military Connected' form is circled in the sidebar, and a magnifying glass icon next to it is also circled. An arrow points from this icon to the main form window. The main form window has a title bar that says 'Military Connected Student Data [ Student: 002893 - ACE, REBECCA SCHOFIELD ]'. Below the title bar, it says 'TEXAS ISD' and 'Military Connected Student Data'. The form content includes:
 

- STUDENT NAME: ACE, REBECCA SCHOFIELD STUDENT ID: 002893
- A paragraph: 'The Texas Education Agency is mandated by Texas State Law to collect data on military connected students enrolled in Texas public schools.'
- Section 25 006, Texas Education Code. The agency shall collect data each year from school districts and open-enrollment charter schools through the Public Education Information Management System (PEIMS) relating to the enrollment of military-connected students.
- 'Please check appropriate box, if applicable:' followed by several checkboxes:
  - None of the above.
  - Student in grade KG - 12 is a dependent of an active duty member of the United States military.
  - Student in grade KG - 12 is a dependent of a current member of the Texas National Guard (Army, Air Guard, or State Guard).
  - Student in grade KG - 12 is a dependent of a current member of a reserve force in the United States military.
  - Pre-kindergarten student is a dependent of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority OR is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty.
  - Student in grade KG - 12 is a dependent of a former member of one of the following: the United States military, the Texas National Guard (Army, Air Guard, or State Guard), or a reserve force in the United States military.
  - Student in grade KG - 12 was a dependent of a member of a military or reserve force in the United States military who was killed in the line of duty.
- A yellow highlighted line at the bottom: 'This form was submitted on 09/15/2021 by ACE, ERIN SCHOFIELD'
- Buttons at the bottom right: 'Spanish Version', 'Print', and 'OK'.

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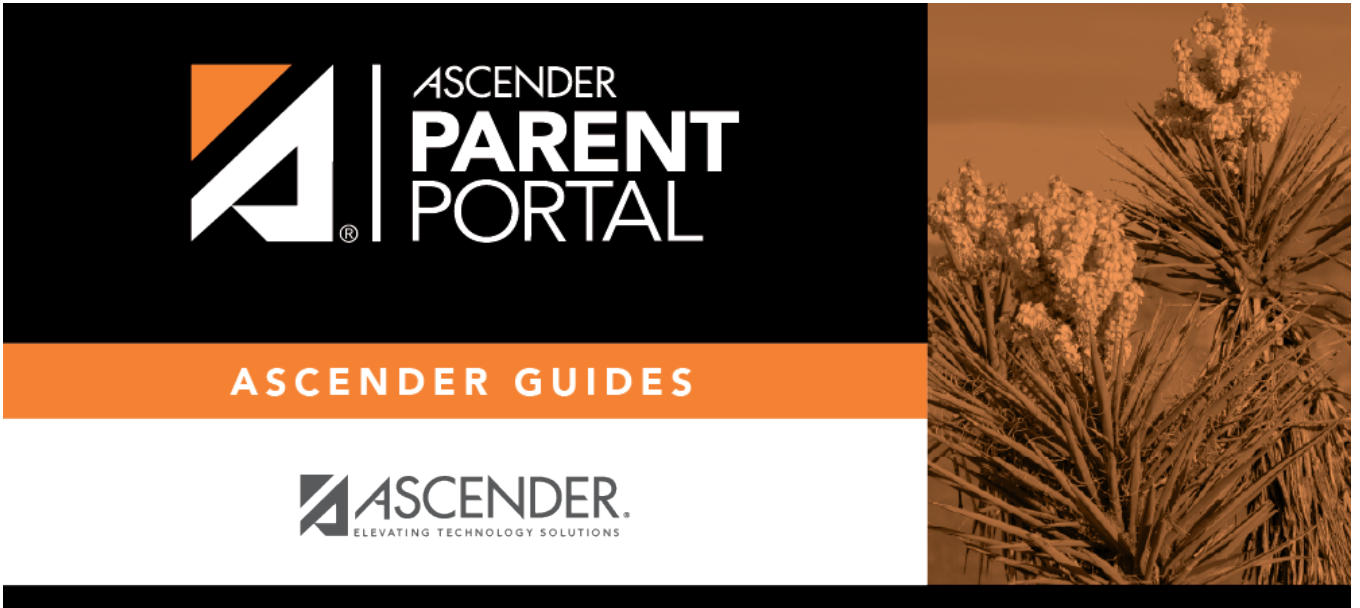
<b>Spanish Version</b>	Click to view the Spanish version of the form if it is available.
<b>English Version</b>	Click to return to the English version of the form.

Click **Print** to print the English or Spanish version of the form.

Click **OK** to close the form.

Click **Save** if you entered or changed a date.

### 3. [Run reports.](#)



# Back Cover