



ASCENDER GUIDES



## **Campus: Review & Accept Data Changes**



# Table of Contents

|   |          |
|---|----------|
| <b>Campus: Review &amp; Accept Data Changes .....</b> | <b>1</b> |
|---|----------|



# ParentPortal Admin: Enrollment, Registration, and Data Updates

## Campus: Review & Accept Data Changes

These steps are completed in **ASCENDER 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.

### 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.

**ASCENDER**  
ELEVATING TECHNOLOGY SOLUTIONS

**My Applications**

- Accounts Receivable
- Asset Management
- Attendance
- Bank Reconciliation
- Budget
- Discipline
- District Administration
- Finance
- Grade Reporting
- Graduation Plan
- Grants And Projects
- Health

**Approval Summary**

| # 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**

| # 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.

|                |               |                  |                   |                    |              |
|----------------|---------------|------------------|-------------------|--------------------|--------------|
| <b>Details</b> | <b>Stu ID</b> | <b>Last Name</b> | <b>First Name</b> | <b>Middle Name</b> | <b>Grade</b> |
|                | 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 checked="" type="radio"/> Pending | <input type="radio"/> Accept | <input type="radio"/> Reject | Ace, Rebecca Schofield | 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         |

**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.

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 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

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 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 |
|--|----------------------|-----------------------------|---------------|-----------|---------|---------------|---------|
| <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.

- Add or update comments as needed, up to 255 characters.
- Click **OK**.
- 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.

| 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:

| filters       |   |
|---------------|---|
| <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.

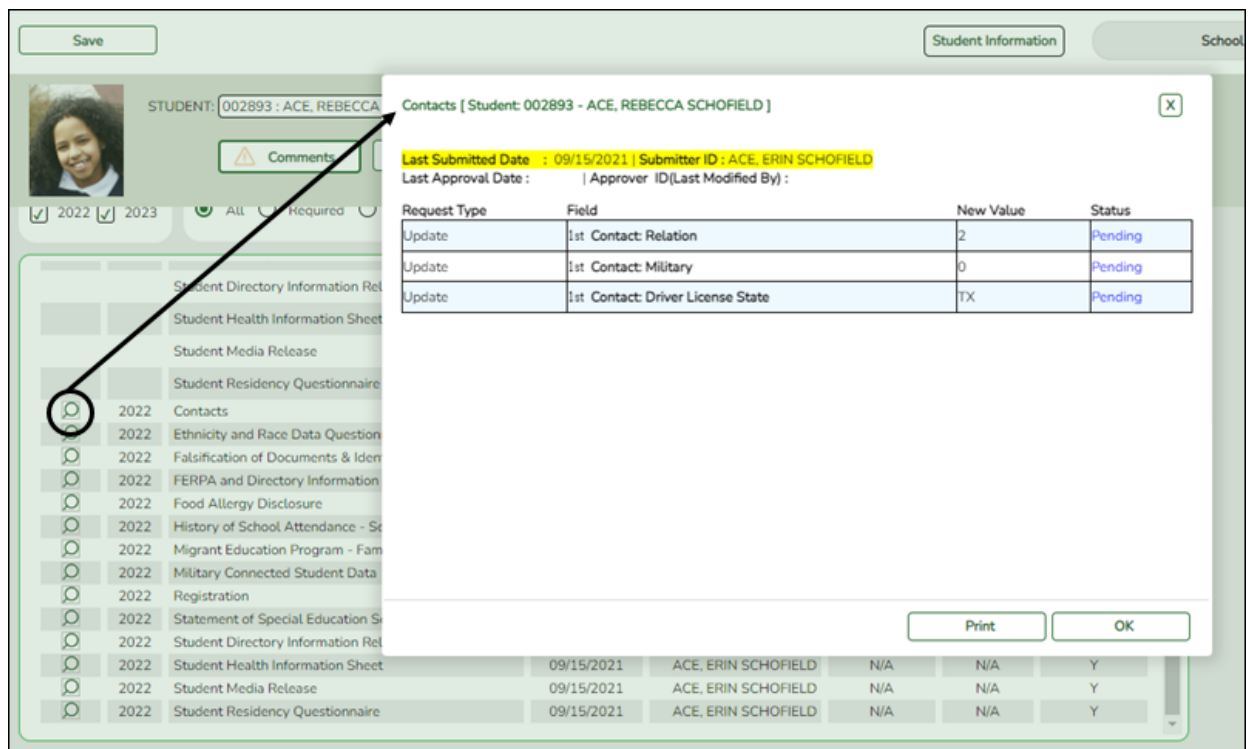
## DYNAMIC FORMS

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.



| 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> | <p><b>New Record</b> is displayed if no data currently exists.</p> <p><b>Update</b> is displayed if the parent requested to change the existing data.</p> <p><b>Delete</b> is displayed if the parent requested to remove the existing data.</p> |
| <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> |
|---------------|---|

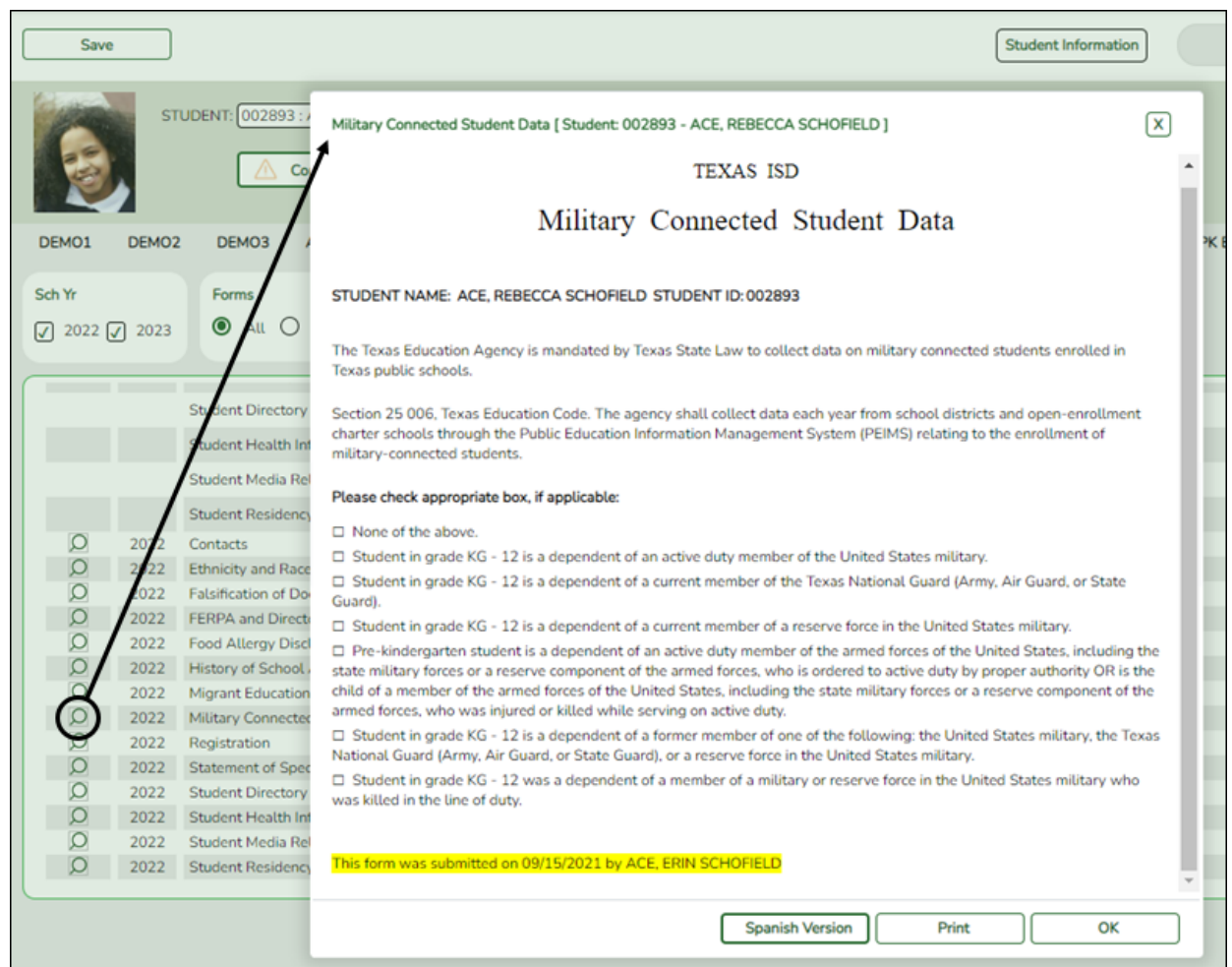
☐ Click **Print** to print the form.

☐ 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.



Save Student Information

STUDENT: 002893

Military Connected Student Data [ Student: 002893 - ACE, REBECCA SCHOFIELD ]

TEXAS ISD

Military Connected Student Data

STUDENT NAME: ACE, REBECCA SCHOFIELD STUDENT ID: 002893

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:

- ☐ 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.

This form was submitted on 09/15/2021 by ACE, ERIN SCHOFIELD

Spanish Version Print OK

|                        |   |
|------------------------|---|
| <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.](#)

Several reports are available to assist you in monitoring and maintaining student data changes and forms.

#### **Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms**

This report provides a list of students who are missing one or more forms for the current school year. You can use the report to identify all students missing a specific form, or identify students who are missing any forms.

Before you can run the report for a specific form, the form must be set up in ASCENDER ParentPortal Admin - Form Group Management in the *Returning Student Registration* group or the *Student Data Maintenance* group. Only forms in these groups are available in the ellipsis lookup for the **Form Name** parameter.

Public Documents and New Student Enrollment forms, as well as Archived forms, are excluded.

Note that the **Submit Date** field, as displayed on the **Forms** tab, is used to associate a student's form with the current year.


Date Run: 2/8/2021 8:40 AM  
 Cnty-Dist: 031-775  
 Campus: 001

Student Missing Forms  
 001 School  
 Sch Year:2021

Program ID: SRG0700  
 Page: 1 of 95

| Cntrl Nbr:     |            | No Name found |   | Grade Lvl : 09 |  |
|----------------|------------|---------------|---|----------------|--|
| Student Name   | Student ID | Reqd Form     | Form Name                                 |                |  |
| Wright,Candy   | 123456     | No            | Ethnicity and Race Data Questionnaire     |                |  |
|                |            | Yes           | FERPA and Directory Information Notice    |                |  |
|                |            | Yes           | Food Allergy Disclosure                   |                |  |
|                |            | Yes           | History of School Attendance - Secondary  |                |  |
|                |            | Yes           | Migrant Education Program - Family Survey |                |  |
|                |            | Yes           | Military Connected Student Data           |                |  |
|                |            | Yes           | Student Directory Information Release     |                |  |
|                |            | Yes           | Student Health Information Sheet          |                |  |
|                |            | Yes           | Student Media Release                     |                |  |
|                |            | Yes           | Student Residency Questionnaire           |                |  |
| Cntrl Nbr:     |            | No Name found |   | Grade Lvl : 10 |  |
| Student Name   | Student ID | Reqd Form     | Form Name                                 |                |  |
| REESE,PEYTON W | 101190     | No            | Ethnicity and Race Data Questionnaire     |                |  |
|                |            | Yes           | FERPA and Directory Information Notice    |                |  |
|                |            | Yes           | Food Allergy Disclosure                   |                |  |
|                |            | Yes           | History of School Attendance - Secondary  |                |  |
|                |            | Yes           | Migrant Education Program - Family Survey |                |  |
|                |            | Yes           | Military Connected Student Data           |                |  |
|                |            | Yes           | Student Directory Information Release     |                |  |
|                |            | Yes           | Student Health Information Sheet          |                |  |
|                |            | Yes           | Student Media Release                     |                |  |
|                |            | Yes           | Student Residency Questionnaire           |                |  |

You can also run the report for a specific form.

|   |                       |   |  |                                      |  |
|---|-----------------------|---|--|--------------------------------------|--|
| Date Run: 2/8/2021 8:42 AM<br>Cnty-Dist: 031-775<br>Campus: 001 |                       |  <b>Student Missing Forms</b><br><b>STUDENT RESIDENCY QUESTIONNAIRE</b><br>Required Form<br>001 School<br>Sch Year: 2021 |  | Program ID: SRG0700<br>Page: 1 of 14 |  |
| Cntrl Nbr:  | No Name found         |   |  | Grade Lvl : 09                       |  |
| Student Name  |                       | Student ID  |  |                                      |  |
| Wright,Candy  |                       | 123456  |  |                                      |  |
| Cntrl Nbr:  | No Name found         |   |  | Grade Lvl : 10                       |  |
| Student Name  |                       | Student ID  |  |                                      |  |
| REESE,PEYTON W  |                       | 101190  |  |                                      |  |
| Cntrl Nbr:  | No Name found         |   |  | Grade Lvl : 11                       |  |
| Student Name  |                       | Student ID  |  |                                      |  |
| AYALA,ERIC C  |                       | 101192  |  |                                      |  |
| CORTEZ,NEELE  |                       | 101189  |  |                                      |  |
| MENDOZA,THALATCHANAN  |                       | 101191  |  |                                      |  |
| Cntrl Nbr:  | No Name found         |   |  | Grade Lvl : 12                       |  |
| Student Name  |                       | Student ID  |  |                                      |  |
| ARGUIJO,JAVIER  |                       | 503795  |  |                                      |  |
| Cntrl Nbr:  | 000 PARGETER, MELISSA |   |  | Grade Lvl : 09                       |  |
| Student Name  |                       | Student ID  |  |                                      |  |
| HERNANDEZ,NICHOLAS D  |                       | 301063  |  |                                      |  |

**Registration > Reports > Registration Reports > Student > SRG0710 - Standard Forms (Home Language Survey)**

This report prints the following forms for the selected students. The hard copies must be retained in the student's folder.

- Home Language Survey
- Home Language Survey -19 TAC (if available)
- Student Health Information Sheet

Only forms that were submitted by the parent via ParentPortal are printed; this report does not include forms that were manually recorded as submitted on **Registration > Maintenance > Student Enrollment > Forms**.

**NOTE:** The report was updated in summer 2019 according to revised TEA guidelines; if a parent submitted the old version of the Home Language Survey form, the old form is printed in this report. If the parent has submitted the new form, the new form is printed.



|   |                                   |                    |  |         |   |            |  |         |
|---|-----------------------------------|--------------------|--|---------|---|------------|--|---------|
| STUDENT ID: 444450  | NAME OF STUDENT: Wright, Sharon A | CAMPUS: 001 School |  |         |   |            |  |         |
| <p>TXEIS ISD</p> <p><b>HOME LANGUAGE SURVEY-19 TAC Chapter 89, Subchapter BB, §89.1215</b></p> <p>(Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)</p> <p><b>TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12):</b></p> <p>The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.</p> <p>Dear Parent or Guardian: To determine if your child would benefit from Bilingual and/or English as a Second Language program services, please answer the two questions below. If either of your responses indicates the use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if Bilingual and/or English as a Second Language program services are appropriate and to inform instructional and program placement recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel. For more information on the process that must be followed, please visit the following website: <a href="https://projects.esc20.net/upload/page/0084/docs/EL%20Identification_ReclassificationFlowchart%202018.pdf">https://projects.esc20.net/upload/page/0084/docs/EL%20Identification_ReclassificationFlowchart%202018.pdf</a></p> <p><b>This survey shall be kept in each student's permanent record folder.</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">1. What language is spoken in the child's home most of the time?</td> <td style="width: 50%;">Spanish</td> </tr> <tr> <td>2. What language does the child speak most of the time?</td> <td>Vietnamese</td> </tr> <tr> <td>3. What is the student's country of birth?</td> <td>Vietnam</td> </tr> </table> <p>If country not listed in dropdown list, enter country of birth:</p> <p><b>NOTE:</b> If you believe you made an error when completing this Home Language Survey, you may request a correction, in writing, only if: 1) your child has not yet been assessed for English proficiency; and 2) your written correction request is made within two calendar weeks of your child's enrollment date.</p> |                                   |                    | 1. What language is spoken in the child's home most of the time? | Spanish | 2. What language does the child speak most of the time? | Vietnamese | 3. What is the student's country of birth? | Vietnam |
| 1. What language is spoken in the child's home most of the time?  | Spanish                           |                    |  |         |   |            |  |         |
| 2. What language does the child speak most of the time?   | Vietnamese                        |                    |  |         |   |            |  |         |
| 3. What is the student's country of birth?  | Vietnam                           |                    |  |         |   |            |  |         |

| Campus Name:  | 041 School  | Grade:         | 06                     |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
|---|---|----------------|------------------------|-----------|----------|------|----------|-------|---|--|--|------|---|--|--|------------|---|------------|------------------------|---------|---|--|--|
| Name of Student:  | Wright, Thomas J  | Student's Age: | 12                     |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
| Date of Birth:  | 10/20/2008  |                |                        |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
| <p>All information obtained for this purpose will remain confidential. One form per student enrolled is required.</p> <p>TEXAS ISD</p> <p><b>STUDENT HEALTH INFORMATION SHEET</b></p> <p>HEALTH HISTORY: Select Yes for any conditions that apply to your child and have been diagnosed by a physician.</p> <table style="width: 100%;"> <thead> <tr> <th>CONDITION</th> <th>RESPONSE</th> <th>DATE</th> <th>COMMENTS</th> </tr> </thead> <tbody> <tr> <td>ADHD:</td> <td>Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>ADD:</td> <td>Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Allergies:</td> <td>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/></td> <td>10/10/2018</td> <td>ALLERGIC TO BEE STINGS</td> </tr> <tr> <td>Asthma:</td> <td>Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> |   |                |                        | CONDITION | RESPONSE | DATE | COMMENTS | ADHD: | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |  |  | ADD: | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |  |  | Allergies: | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | 10/10/2018 | ALLERGIC TO BEE STINGS | Asthma: | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |  |  |
| CONDITION   | RESPONSE  | DATE           | COMMENTS               |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
| ADHD:   | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |                |                        |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
| ADD:  | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |                |                        |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
| Allergies:  | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> | 10/10/2018     | ALLERGIC TO BEE STINGS |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |
| Asthma:   | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |                |                        |           |          |      |          |       |   |  |  |      |   |  |  |            |   |            |                        |         |   |  |  |

## **Registration > Reports > Registration Reports > Student > SRG0720 - Online Registration Forms Related Reports**

This report displays student form data submitted via the standard forms which are provided to parents in ParentPortal. Various reports can be printed depending on the **Report Name** selected.

The report heading changes according to the selected report.

- If you select one of the *Data Differences* reports, the report lists students who have different information in ParentPortal than in ASCENDER. The differing information is highlighted.

Date Run:

Cnty-Dist:

Campus:

Ethnicity and Race Student Data Differences

Pecan Grove High School

Sch Year: :

Program ID: SRG0720

Page: 1 of 1

Grade Level: 09

| Student ID | Student Name     | Parent Phone   |                | Hispanic | American Indian/Alaskan Native | Asian | Black | Hawaiian/Pacific Islander | White |
|------------|------------------|----------------|----------------|----------|--------------------------------|-------|-------|---------------------------|-------|
| 080875     | ALCORTA, LOGAN A | (581) 336-1789 | Parent Portal: | N        | Y                              | N     | Y     | N                         | Y     |
|            |                  |                | TxEIS:         | N        | N                              | N     | N     | N                         | Y     |
| 102403     | HAMILTON, IKE S  | (549) 498-7619 | Parent Portal: | Y        | N                              | N     | N     | N                         | Y     |
|            |                  |                | TxEIS:         | N        | N                              | N     | N     | Y                         | Y     |
| 102601     | Johanson, Skyler | (549) 498-7619 | Parent Portal: | N        | N                              | N     | N     | Y                         | N     |
|            |                  |                | TxEIS:         | N        | N                              | N     | N     | Y                         | Y     |

Grade Level: 11

| Student ID | Student Name        | Parent Phone   |                | Hispanic | American Indian/Alaskan Native | Asian | Black | Hawaiian/Pacific Islander | White |
|------------|---------------------|----------------|----------------|----------|--------------------------------|-------|-------|---------------------------|-------|
| 010095     | THOMPSON, KATELYN P | (581) 399-0331 | Parent Portal: | N        | N                              | N     | N     | N                         | N     |

- If you select one of the *Release Denials* reports, the report lists students who denied release of directory information to one or more publications or requestors.

Date Run:

Cnty-Dist:

Campus:

Student Directory Information Release Denials

Pecan Grove High School

Sch Year:

Program ID: SRG0720

Page: 1 of 1

Grade Level: 09

| Student ID | Student Name     | Parent/Guardian Email | Do Not Release To   |
|------------|------------------|-----------------------|---|
| 080875     | ALCORTA, LOGAN A |                       | Educational Requestor / District Publication                      |
| 102403     | HAMILTON, IKE S  |                       | District Publication / Military Requestor / Educational Requestor |

Grade Level: 12

| Student ID | Student Name        | Parent/Guardian Email | Do Not Release To |
|------------|---------------------|-----------------------|-------------------|
| 100811     | SANDOVAL, ABIGAIL P |                       | Private Requestor |

- If you select the *Food Allergy Disclosure* report, the report lists only modified data columns.
- The other reports list the students who have submitted the associated form and the data submitted.

|   |                 |   |        |                |                   |     |                   |                 |                     |                |
|---|-----------------|---|--------|----------------|-------------------|-----|-------------------|-----------------|---------------------|----------------|
| Date Run:   |                 | Student With Special Education Services |        |                |                   |     |                   |                 | Program ID: SRG0720 |                |
| Cnty-Dist:  |                 | Pecan Grove High School                 |        |                |                   |     |                   |                 | Page: 1 of 1        |                |
| Campus:   |                 | Sch Year: :                             |        |                |                   |     |                   |                 |                     |                |
| Grade Level: 09   |                 |   |        |                |                   |     |                   |                 |                     |                |
| Student ID  | Student Name    | Rcvd Svc                                | Speech | Self Contained | Auditory Impaired | CMC | Visually Impaired | Previous School | Service Dismissed   | Dismissed Year |
| 102403  | HAMILTON, IKE S | Y                                       | N      | Y              | N                 | Y   | N                 | previous school | N                   | 2015           |
| Other Services: dyslexia  |                 |   |        |                |                   |     |                   |                 |                     |                |
| Disabling Cond: ED  |                 |   |        |                |                   |     |                   |                 |                     |                |
| Comments: This is a comment from the Statement of Special Education Services form |                 |   |        |                |                   |     |                   |                 |                     |                |

## **Registration > Reports > Registration Reports > Student > SRG0730 - Percentage of Forms Submitted per Campus**

This report displays the counts and percentages of students who have submitted enrollment, registration, and student data forms per campus, including:

- Students who have submitted all forms.
- Students who have submitted some forms.
- Students who have submitted no forms.

The count of students at the campus is displayed, and a district total is provided for each column.

| Date Run: 3/10/2022 8:11 AM<br>Cnty-Dist: 964-964 |                | Percentage of Forms Submitted per Campus<br>TEXAS ISD<br>Sch Yr: 2022 |   | Program ID: SRG0730<br>Page: 1 |
|---|----------------|---|---|--------------------------------|
| Campus ID   | Total Students | All Forms Submitted   | Nbr (Percent) of Students<br>Some Forms Submitted | No Forms Submitted             |
| 001   | 339            | 0 (0.0%)  | 5 (1.475%)  | 334 (98.525%)                  |
| 002   | 2              | 0 (0.0%)  | 1 (50.0%)   | 1 (50.0%)                      |
| 042   | 229            | 0 (0.0%)  | 0 (0.0%)  | 229 (100.0%)                   |
| 101   | 237            | 0 (0.0%)  | 1 (0.422%)  | 236 (99.578%)                  |
| <b>District Total:</b>                            | <b>807</b>     | <b>0 (0.0%)</b>   | <b>7 (0.867%)</b>                                 | <b>800 (99.133%)</b>           |

## **Registration > Reports > Registration Reports > Withdrawal > SRG2300 - Student Information Request**

The report lists special program requests for students who enrolled online via ParentPortal.

|  |                     |   |              |                            |  |
|--|---------------------|---|--------------|----------------------------|--|
| <b>Date Run:</b>   |                     | <b>Student Information Request Report</b> |              | <b>Program ID: SRG2300</b> |  |
| <b>Cnty-Dist: 020020</b>   |                     | <b>Agarita High School</b>                |              | <b>Page: 1 of 1</b>        |  |
| <b>Campus: 001</b>   |                     |   |              |                            |  |
| <b>Date Accepted</b>   | <b>Student Name</b> | <b>Stu ID</b>                             | <b>Grade</b> | <b>DOB</b>                 |  |
| 09-13-2017   | Smith, Jason        | 045162                                    | 10           | 03-25-2002                 |  |
| <p>Was Student previously in the following programs?</p> <p>G/T <b>Y</b></p> <p>Special Education</p> <p>Special Education Notes</p> <p>Bilingual/ESL</p> <p>504 Program</p> <p>Dyslexia</p> <p>Migrant Program</p> <p>Immigrant Program</p> <p>Social Services</p> <p>DAEP/JJAEP</p> <p>Alternative Program</p> <p>Foster Care <b>N</b></p> <p>Homeless</p> <p>Prior Retention</p> <p>Last Yr Grade</p> <p>Other Programs</p> <p>Family members serving our country</p> |                     |   |              |                            |  |



## Back Cover