



ASCENDER GUIDES



## **Campus: Accept Student & Issue ParentPortal ID**



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

## Campus: Accept Student & Issue ParentPortal ID

These steps are completed in TxEIS Registration.

As students are enrolled in the district via ASCENDER ParentPortal, administrators must review and accept each enrollment request, monitor forms and documents submitted by parents, complete the student's enrollment and assign a student ID, and provide each student's parent with a ParentPortal ID.

Campus: Accept Student & Issue ID (PDF) (prints separately)

### Prerequisites:

- The steps in this guide must be completed in Registration by a user who has access to those pages. Basic knowledge of the Registration application is assumed.
- Students must be enrolled in the district via New Student Enrollment in ParentPortal. See [Parent: Enroll New Student](#).

### 1. [Review enrollment request and assign ID.](#)

#### **Registration > Maintenance > Online Registration > New Student Enrollment**

This page allows you to review pending new student enrollment requests received from ParentPortal.

As students are enrolled online in ParentPortal, an administrator must review each enrollment request and create a record for each registered student.

| Delete | Details | Dt Registered | Student Name (Last, First Middle) | Gen | DOB        | Student Key      | Last Year Grad |
|--------|---------|---------------|-----------------------------------|-----|------------|------------------|----------------|
|        |         | 02/22/2022    | Last-95, Afirstname               |     | 03-03-2013 | 4rbLE057J0NjDOF8 |                |
|        |         | 02/22/2022    | Last98, Afirstname A              |     | 03-03-1990 | waUM8nTHcA6FMGgC |                |
|        |         | 02/21/2022    | Alastname, Afirstname A           | SR  | 02-02-2019 | UEW0w7D3Fx8aEHsf |                |
|        |         | 02/21/2022    | Last-53, Afirstname A             |     | 01-01-2015 | kn8bggY6SbjTZjbH |                |

A list of new student enrollment requests received from ParentPortal is displayed.

- The list can be re-sorted.


**IMPORTANT:** Before accepting new students, campus staff should verify that the student has not been enrolled before. Go to **Registration > Maintenance > Student Enrollment** and click **Hist Directory** to access the Historical Directory, and search for the student.

It is possible that a student was enrolled with a different ID before. For example, the student may have been enrolled previously with a state-assigned ID, but has now been enrolled with a social security number. Check each student carefully to avoid creating duplicate enrollment records.

- To search for a new student enrollment record, do one of the following:

|                       |   |
|-----------------------|---|
| <b>Search by Name</b> | Type the student's first and last name.   |
| <b>Search by Key</b>  | Type the student's key. This number is generated by ParentPortal when the parent proceeds through the new student enrollment steps. |

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

- Click  to view the details of a pending enrollment request.

The student's enrollment record is displayed on **Registration > Maintenance > Online Registration > New Student Enrollment**.

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### **Registration > Maintenance > Online Registration > New Student Enrollment > Register Student**

This page allows you to enroll a new student using the information that was entered by the student's parent in ParentPortal.

This initial data serves as the basis for a complete student record.

**NOTE:** Verify whether **Auto Assign Student ID** is set to automatic or manual assignment of student ID numbers on **Registration Maintenance > District Profile > District Information > Control Info.**

Save
Student Information
School Year: 2021-2022

---

Student ID: 
Return
Student Key : 4rblE057J0NJD0F8
Submitted Standard Forms
Documents

---

**Demographic Information**

Grade:  Entry Dt:  Track:  Elig Code:  Next Year Student:

Name:

First Middle Last Gen Nickname

Social Security Number Denied:  SSN:  Sex:  DOB:  Previous District:  Previous Campus:  Last Year Grade:  Xfer Factor:

Hispanic/Latino:  White:  Black/African American:  Asian:  American Indian/ Alaskan Native:  Hawaiian/Pacific Isl:

---

**Phone / Address**

Phone Nbr:   Cell Ph Nbr:  E-mail:

Mailing:       +

Number Street Name Direction Apt Nbr City State Zip Code

Physical:       +

**Attendance Zones**

| Campus  | From Grd Lvl | Thru Grd Lvl |
|---------|--------------|--------------|
| no rows |              |              |

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**Contact Detail**

**CONTACT 1** **CONTACT 2**

Parent/Guardian:  Emergency:  Receive Mailouts:  Relation:  Language:

Name:

First Middle Last Gen Enrolling Person:  DOB:

Phone Pref:  Home:   Cell:  Business:   Ext:  Other:   Ext:

Address:       +

Number Street Name Apt Nbr City State Zip Code

Migrant:  Occupation:  E-mail:

Right to Transport:  Driver License:

Number State Make Model Color Plate Number State

|                    |   |
|--------------------|---|
| <b>Student ID</b>  | <p>Verify whether student IDs are automatically or manually assigned, as indicated in the <b>Auto Assign Student ID</b> field on <b>Registration &gt; Maintenance &gt; District Profile &gt; District Information &gt; Control Info.</b></p> <ul style="list-style-type: none"> <li>• If student IDs are manually assigned, type a student ID. Leading zeros are not required.</li> <li>• If student IDs are automatically assigned, leave the field blank, and the system will assign the next available student ID when the record is saved.</li> </ul> |
| <b>Student Key</b> | The enrollment key assigned to the student's enrollment record in ParentPortal is displayed.  |

Under **Demographic Information:**

|              |   |
|--------------|---|
| <b>Grade</b> | Select the student's grade level for the current school year. |
|--------------|---|

|                          |   |
|--------------------------|---|
| <b>Entry Dt</b>          | Type the student's enrollment date, which is the first date the student attended the campus.<br><br>For students enrolling in the next school year, <b>Entry Dt</b> should be the last day of school in the current school year. When Annual Student Data Rollover (ASDR) occurs, this date will be converted to the first day of school in the upcoming school year.     |
| <b>Track</b>             | Select the attendance track in which to enroll the student.   |
| <b>Elig Code</b>         | Select the student's ADA eligibility code.  |
| <b>Next Year Student</b> | Select if the student is enrolling for the next school year.<br><br>If selected, the student's record will be saved with a record status 5 (i.e., <i>not currently in district will attend next year</i> ). Since ASDR does not promote these students to the next grade level, <b>Grade</b> should be set to the <u>next year</u> grade level for any status 5 students. |

The following fields are populated using the information that was entered by the student's parent/guardian in ParentPortal.

**Verify that the data is valid.**

|                                      |   |
|--------------------------------------|---|
| <b>Name</b>                          | The student's full name is displayed.   |
| <b>Social Security Number Denied</b> | Select if the student's parent/guardian refused to provide the student's social security number to the district.  |
| <b>SSN</b>                           | The student's social security number is displayed.  |
| <b>Sex</b>                           | The code indicating the student's sex is displayed.   |
| <b>DOB</b>                           | The student's date of birth is displayed.   |
| <b>Last Year Grade</b>               | The grade level entered by the parent when enrolling the student via ParentPortal is displayed but can be updated if needed.                                |
| <b>Hispanic/Latino</b>               | The field is selected if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. |
| <b>Race</b>                          | One or more fields is selected, regardless of whether the student is Hispanic/Latino.   |
| <b>Phone/Address</b>                 | The student's phone number, cell phone, email address, physical address, and mailing address are displayed.   |

Under **Contact Detail**:

Up to four contact tabs may be displayed. Information entered by the parent is displayed.

**Verify that the data is valid**, and make changes to each tab if needed. You can save changes to all tabs at the same time.

|                        |   |
|------------------------|---|
| <b>Parent/Guardian</b> | The field is selected if the contact is the student's guardian.                       |
| <b>Emergency</b>       | The field is selected if the contact should be notified in the event of an emergency. |



|   |   |
|---|---|
| <b>Receive Mailouts</b>                     | This field should be selected if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as <b>Priority=1</b> .  |
| <b>Relation</b>                             | The contact's relationship to the student is displayed, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person.<br><b>NOTE:</b> For a hospital contact, <i>Hospital</i> should be selected, the hospital name should be entered in the <b>Occupation</b> field. |
| <b>Language</b>                             | The language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact is displayed. If blank, the documents are printed in English.   |
| <b>Name</b>                                 | The contact's full name is displayed.<br><b>NOTE:</b> This field should be blank if <b>Relation</b> is set to <i>Hospital</i> .   |
| <b>Enrolling Person</b>                     | This field is selected if this is the contact who enrolled the student. Only one contact can be an enrolling person.  |
| <b>DOB</b>                                  | The contact's date of birth is displayed.   |
| <b>Phone Preference</b>                     | The contact's preferred phone number is displayed.  |
| <b>Home<br/>Cell<br/>Business<br/>Other</b> | The contact's home, business, cell, and other phone numbers, including area code, are displayed if entered.   |
| <b>Address</b>                              | The contact's complete address is displayed.  |
| <b>Migrant</b>                              | The field is selected if the contact (parent/guardian) is a migratory agricultural worker.  |
| <b>Occupation</b>                           | The contact's occupation is displayed. If <b>Relation</b> is <i>Hospital</i> , this field should display the hospital name.   |
| <b>E-mail</b>                               | The contact's email address is displayed.   |
| <b>Right to Transport</b>                   | This field is selected if the contact is authorized to transport the student from school. Instructors and administrators are able to view this information in txGradebook on the Student Information page.  |
| <b>Driver License</b>                       | The contact's driver license number and the two-character state that issued the driver license are displayed if entered.  |
| <b>Vehicle</b>                              | The contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate are displayed.   |

Click **Information Request** to view information about previous special program participation or family members in the military, if entered by the parent.

This information is view only, as the student has not yet been registered.

**WARNING:** This information is only displayed until the new student enrollment is accepted. Print this information before clicking **Save**; otherwise you must run SRG2300 - Student Information Request to view the information.

Information Request Submitted Standard Forms Documents

Information Request

Student Name: **Buddy Tyler Bailey** Student Key: **9hmpEwVosl1jvVzf** DOB: **12-01-2006**

Was Student previously in the following programs?

|                         |   |
|-------------------------|---|
| G/T                     | N |
| Special Education       | N |
| Special Education Notes |   |
| Bilingual/ESL           | N |
| 504 Program             | N |
| Dyslexia                | N |
| Migrant Program         | N |
| Immigrant Program       | N |
| Social Services         | N |
| DAEP/JAEP               | N |
| Alternative Program     | N |
| Other Programs          |   |
| Foster Care             |   |
| Homeless                | N |
| Prior Retention         | N |
| Last Yr Grade           |   |

Family members serving our country

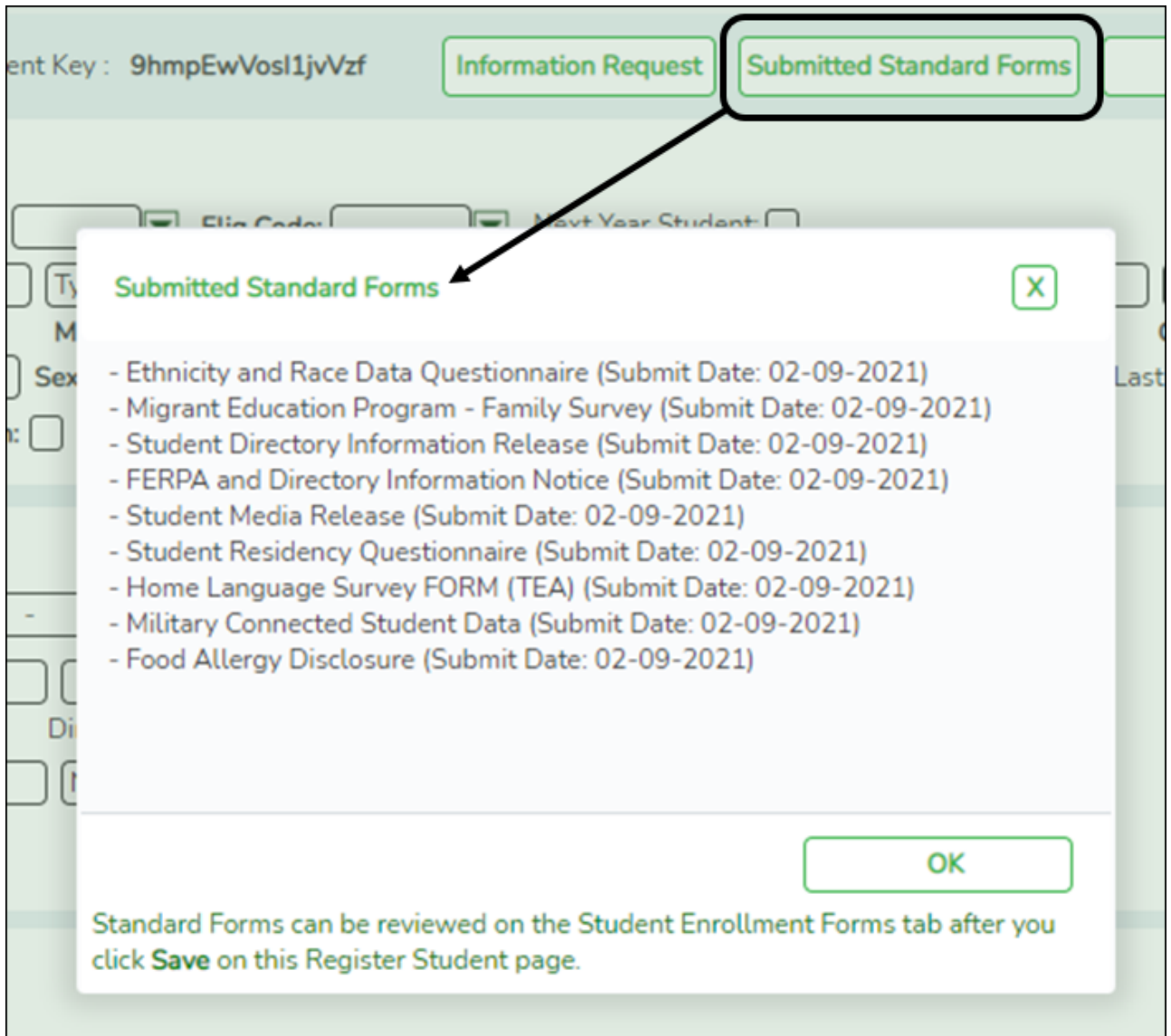
Print OK

Click **Print** to print this information.

Click **OK** to close the window.

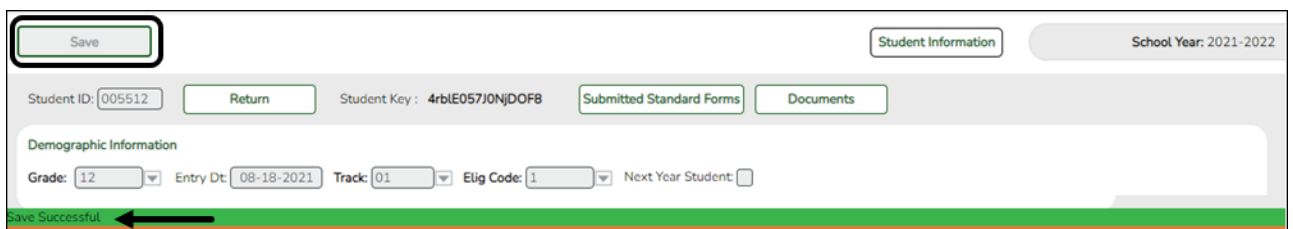
Click **Submitted Standard Forms** to view a list of all forms submitted for the student.

A pop-up window opens which displays the form name and date submitted. Click **OK** to close the window.



**Documents** [View or attach supporting documentation.](#)

Click **Save**.



- The student is now enrolled and can be retrieved from the Registration > Maintenance > Student Enrollment page. You can add additional registration information for the student on these tabs.
- A student ID is assigned to the student.
- **NOTE:** A ParentPortal ID is also automatically assigned to the student when the record

is saved. It is not necessary to use the Set Parent Portal IDs utility unless you need to verify the student's ParentPortal ID.

A warning message is displayed if the student was previously enrolled in the district (i.e., the student's social security number and date of birth match a historical record). Demographic information from the student's previous enrollment is displayed, including the previous student ID.

- Click **Yes** to confirm that this is the same student, and enroll the him with his previous student ID.
- Click **No** to return to the Register Student page without saving, and make any necessary changes to the record before saving again.

|               |  |
|---------------|--|
| <b>Return</b> | Click to return to the New Student Enrollment page to process another student. |
|---------------|--|

**NOTE: To retrieve a newly enrolled student who was marked as a next year student:**

From Maintenance > Student Enrollment, click **Directory**, and select **Next Year Students**.

## 2. [Review submitted forms and documents.](#)

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

Once you have completed the student's enrollment and assigned a student ID, the Forms tab displays forms submitted by parents during New Student Enrollment. You can also view any documents attached, such as birth certificate, driver licence, etc.

**NOTE:** For record status 5 students (*not currently enrolled in this district, will attend next year*), the submitted forms are displayed in the current year only. After Annual Student Data Rollover (ADSR) is run, the next year forms will be listed as the student's current year forms.

The screenshot shows the ParentPortal interface for a student named ACE, REBECCA SCHOFIELD. The 'Documents' button is circled in red. Below the navigation bar, there are filters for 'Sch Yr' (2022, 2023) and 'Forms' (All, Required, Non Required). A table of forms is displayed, with a red border highlighting a subset of rows. The table has columns for form name, date, student name, and status.

| Form Name   | Submit Date | Student Name        | Status      |
|---|-------------|---------------------|-------------|
| 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 |
| 2022 Contacts   | 09/15/2021  | ACE, ERIN SCHOFIELD | Y           |
| 2022 Ethnicity and Race Data Questionnaire              | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Falsification of Documents & Identity Verification | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 FERPA and Directory Information Notice             | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Food Allergy Disclosure                            | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 History of School Attendance - Secondary           | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Migrant Education Program - Family Survey          | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Military Connected Student Data                    | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Registration                                       | 09/15/2021  | ACE, ERIN SCHOFIELD | Y           |
| 2022 Statement of Special Education Services            | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Student Directory Information Release              | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Student Health Information Sheet                   | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Student Media Release                              | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |
| 2022 Student Residency Questionnaire                    | 09/15/2021  | ACE, ERIN SCHOFIELD | N/A, N/A, Y |


You can filter the listed forms:

|               |  |
|---------------|--|
| <b>Sch Yr</b> | Indicate the school year for which you want to view new enrollment data. If the student enrolled during the current school year, select the current school year. If the student is enrolling in the upcoming school year, select the next school year. 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. |
| <b>Forms</b>  | Select which forms you want to view for the selected school year(s).   |

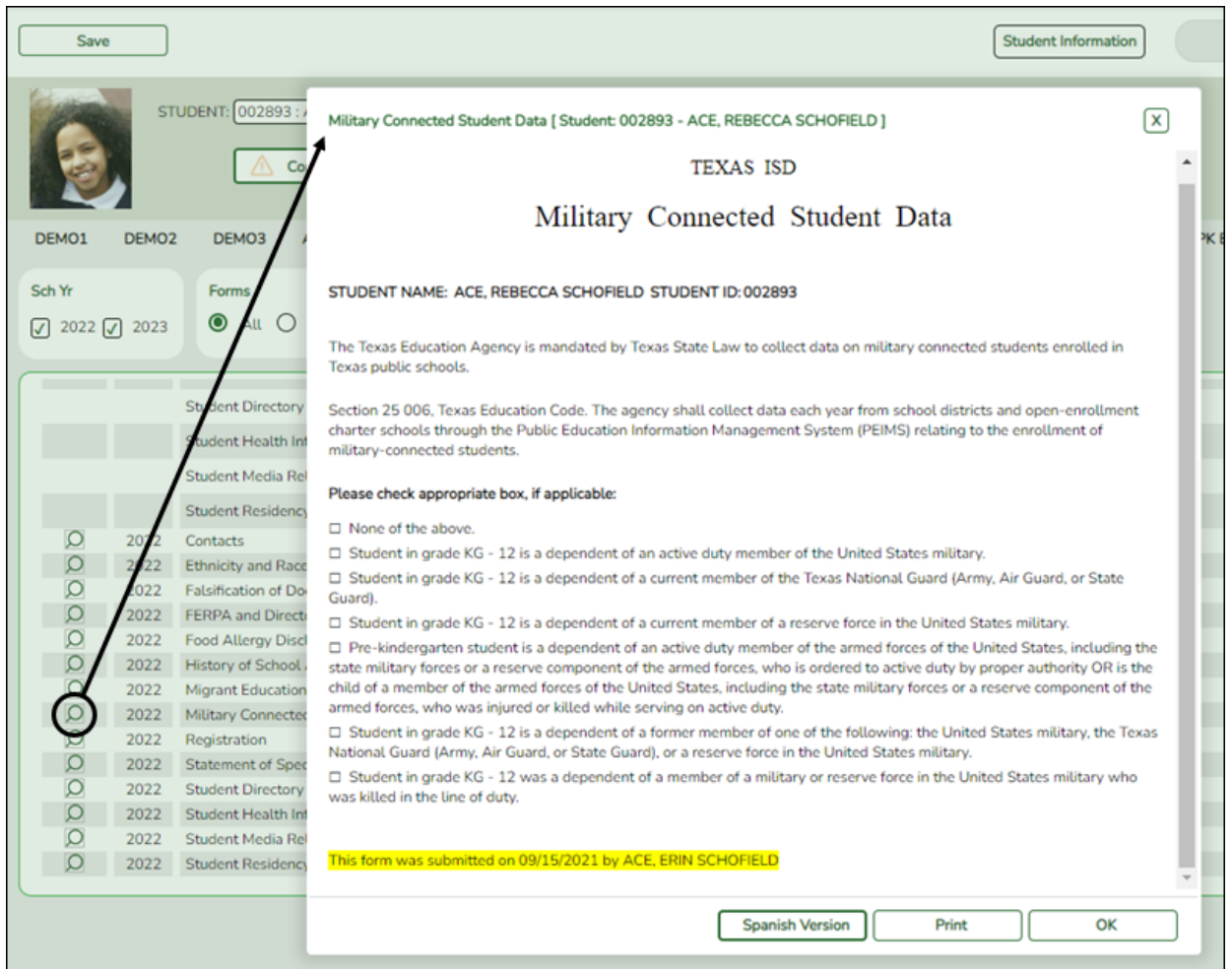
Click **Filter**.

|                    |   |
|--------------------|---|
| <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 the calendar icon 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>  | 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.<br><br>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. |
| <b>Approval Date</b> | 'N/A' is displayed for any form submitted during New Student Enrollment.  |
| <b>Approver ID</b>   | 'N/A' is displayed for any form submitted during New Student Enrollment.  |
| <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 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.



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

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

**English Version** 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.

**Documents** [View or attach supporting documentation.](#)

Document Options

Document List

Application: REGISTRATION Folder: DEMOGRAPHIC Select School Year: All

| Delete                    | School Year | Type | Description | Upload Date/Time | Upload User |
|---------------------------|-------------|------|-------------|------------------|-------------|
| No matching records found |             |      |             |                  |             |

Document Upload

Select File to Upload: Choose File No file chosen

School Year: 2022

Select Type: BIRTH CERTIFICATE

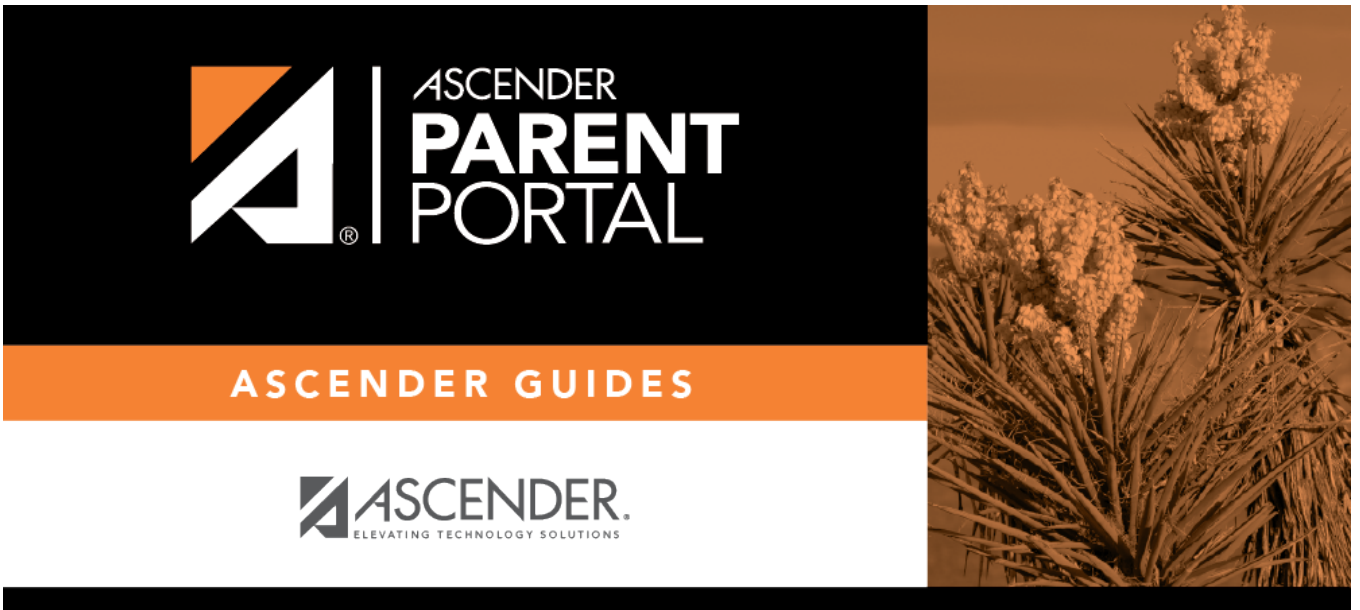
Description:

Upload File

Close

3. [Print ParentPortal ID letters.](#)

[What Happens Next?](#)



## Back Cover