



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		

**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.
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<b>Entry Dt</b>	Type the student's enrollment date, which is the first date the student attended the campus.  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.  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. <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. <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 Cell Business 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.

**Return** 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 box highlighting the following data:

Sch Yr	Form Name	Submit Date	Parent Name	Submitted	Required	Non-Required
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.  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.
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**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.](#)

The screenshot shows a 'Document Options' modal window. At the top, there are three tabs: 'Comments', 'Bus Info', and 'Documents', with 'Documents' selected and circled. The modal is divided into two main sections:

- Document List:** This section includes filters for 'Application: REGISTRATION', 'Folder: DEMOGRAPHIC', and 'Select School Year: All'. Below the filters is a table with columns: Delete, School Year, Type, Description, Upload Date/Time, and Upload User. The table currently shows 'No matching records found'.
- Document Upload:** This section includes a 'Select File to Upload:' field with a 'Choose File' button and the text 'No file chosen'. Below this are dropdown menus for 'School Year: 2022' and 'Select Type: BIRTH CERTIFICATE'. There is also a 'Description:' text area and an 'Upload File' button.

A 'Close' button is located at the bottom right of the modal window.

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

**IMPORTANT:** Before proceeding, be sure that a ParentPortal ID letter has already been created on **Registration > Maintenance > ParentPortal > Letters > Update > Letter** that includes the nine portal ID variables.

## Registration > Maintenance > ParentPortal > Print Letters > Letter Criteria

This tab allows you to set criteria for printing parent letters for the ParentPortal. Each letter provides the portal IDs of the students in one family.

- Letters are printed for active students who have an assigned ParentPortal ID.
- A single letter is printed for multiple guardians with the same last name and same address.
- If the guardian has an invalid address, the student's address is used.

**LETTER CRITERIA**
**PRINT LETTERS**

**Recipient Selection**

List of Students

No Letter Sent

Entire Campus

Number of Students Selected: 0

**Letter Sort Order**

Sort by Parent Zip Code

Sort by Student Name

**Warning:**  
Students must have a Portal ID assigned to be displayed in the directory or to have a letter printed.

Directory

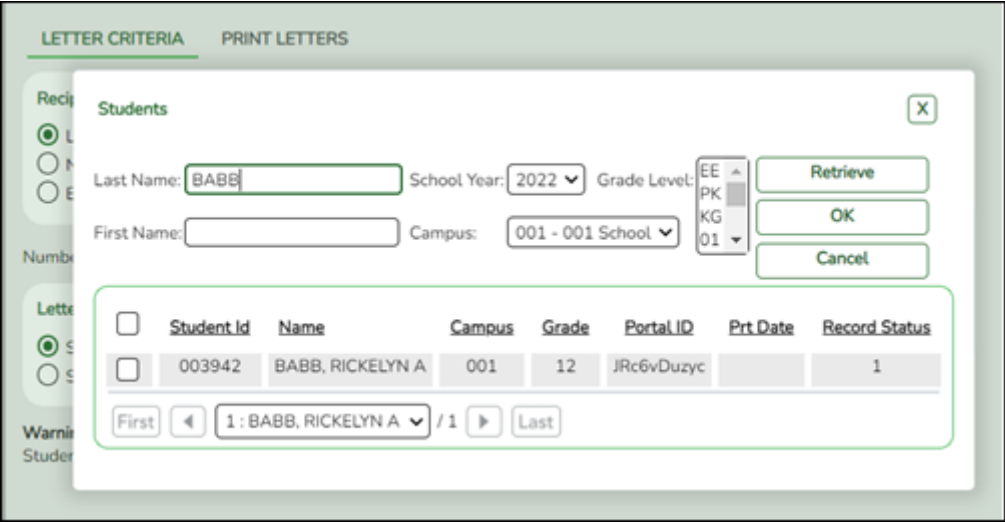
**Run Criteria**

Letter Template

Campus

Run

- Under **Recipient Selection**, select the students for whom you want to send letters to the parents.

<p><b>List of Students</b></p>	<p>Select to print letters for multiple students who have an assigned portal ID, and then click <b>Directory</b> to select the students from the Directory.</p> <p>Retrieve and select the student(s), and click <b>OK</b>.</p> 
<p><b>No Letter Sent</b></p>	<p>Select to print letters for students for whom letters have not been sent.</p>
<p><b>Entire Campus</b></p>	<p>Select to print letters for all students at the campus, even if letters were sent previously.</p>

<p><b>Number of Students Selected</b></p>	<p>If you selected <b>List of Students</b>, the number of selected students is displayed.</p>
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Under **Letter Sort Order**, select the order in which you want the letters printed.

<p><b>Sort by Parent Zip Code</b></p>	<p>Select to sort letters by parent zip code.</p>
<p><b>Sort by Student Name</b></p>	<p>Select to sort letters by student name.</p>

Under **Run Criteria**:

<p><b>Letter Template</b></p>	<p>Select the letter type. The letter types created on <b>Registration &gt; Maintenance &gt; Parent Portal &gt; Letters &gt; Update &gt; Directory</b> are listed.</p>
<p><b>Campus</b></p>	<p>Select the campus for which letters are being printed.</p>

Click **Run**.

- A pop-up message displays your selection criteria and prompts you to continue. Click **Yes**.
- The **Print Letters** tab opens.

**Registration > Maintenance > Parent Portal > Letters > Print > Print Letters**

The letters open in PDF format in an embedded Adobe Reader window.



From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

If more than one student was selected, only the first student's letter is visible, but the remainder of the letters follow. You can use the scroll bar to view all letters.

<b>Mark as Printed</b>	<p>Click to indicate that you have printed the letter.</p> <p>Once clicked, when you open the <b>Directory</b> from the <b>Letter Criteria</b> tab, the system date (i.e., current date) will be displayed in the <b>Prt Date</b> field for each student for whom the letter was printed.</p>
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Click **Preview Labels** to print mailing labels for the letters, which are printed in the same order as the letters.

The labels use the Avery 5162 template (14 labels per page).



Only the parent name is printed on the labels. The student address is only used if there is no parent address.

LETTER CRITERIA
PRINT LETTERS

Return

Mark as Printed

Close Labels




RAUL BABB  
14077 Lucy Loop  
Alamo City, TX 95095

**NOTE:** The letters and labels may be sorted by either zip code or student name, but the student's name is not printed on the labels. It is recommended that you include the parent name in the letter heading so that it will be easier to match the label with the letter.

Click **Close Labels** to return to the letter preview.

If errors are found, click **Preview Errors** to view the errors.

[Review, save, and/or print the report.](#)

- Review the report:
  - Click |< to go to the first page of the report.
  - Click < to go back one page.
  - Click > to go forward one page.
  - Click >| to go to the last page of the report.
- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click  to close the report window. Some reports may have a **Close Report** or **Exit** button instead.

The following error reports are generated:

- Invalid addresses for parent or student
- Students without a parent/guardian who receives mailouts
- Students without an assigned ParentPortal ID

Click **Close Errors** to close the error report.

Click **Return** to return to the Letter Criteria tab.

A message is displayed notifying you that the letters will be cleared when you return to the Letter Criteria tab. Click **Yes** to continue.

Distribute the letters to parents.

[What Happens Next?](#)



## Back Cover