



ASCENDER GUIDES



admin_campus_enroll_review

Table of Contents

TxEIS 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.

The screenshot shows the 'Forms' tab in the TxEIS system. At the top, there's a 'Save' button and 'Student Information' tab. The student's name is ACE, REBECCA SCHOFIELD, and the Texas Unique Student ID is 6525879424. There are buttons for 'Comments', 'Bus Info', and 'Documents' (highlighted with a red circle). Below this is a navigation bar with tabs: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS (underlined). Under the 'FORMS' tab, there are filters for 'Sch Yr' (2022, 2023) and 'Forms' (All, Required, Non Required). A 'Filter' button is also present. A table of forms is displayed, with a red box highlighting the 'Filter' button and the table content.

Sch Yr	Form Name	Date	Parent Name	Required	Completed	Other
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:

Sch Yr	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. Move to Grade Reporting (MTGR) affects the school years displayed. After MTGR is run, the previous school year drops off, and the next school year is added.
Forms	Select which forms you want to view for the selected school year(s).

Click **Filter**.

Form Name	The name of each form is displayed.
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Submit Date	<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 <CALENDAR ICON> to select the date from a calendar, and click Save.</p> <p>The date is saved in the Submit Date field.</p> <p>IMPORTANT: You cannot enter a date unless you have filtered for one school year. If the Sch Yr field has both school years selected, or if no school year is selected, the field is disabled.</p>
Submitter ID	<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 Submit Date date is displayed, according to the ID used to log on to TxEIS.</p>
Approval Date	'N/A' is displayed for any form submitted during New Student Enrollment.
Approver ID	'N/A' is displayed for any form submitted during New Student Enrollment.
Required Form	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.

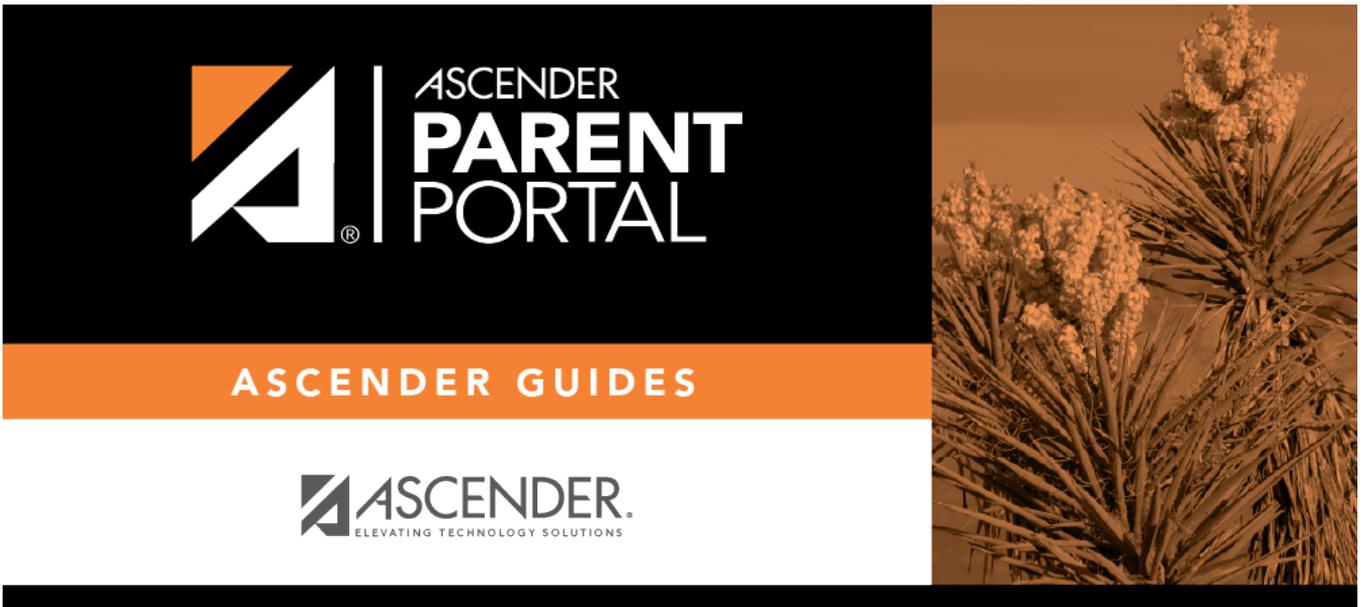
Spanish Version	Click to view the Spanish version of the form if it is available.
English Version	Click to return to the English version of the form.

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.](#)



Back Cover