admin_parent_add_student_flowchart
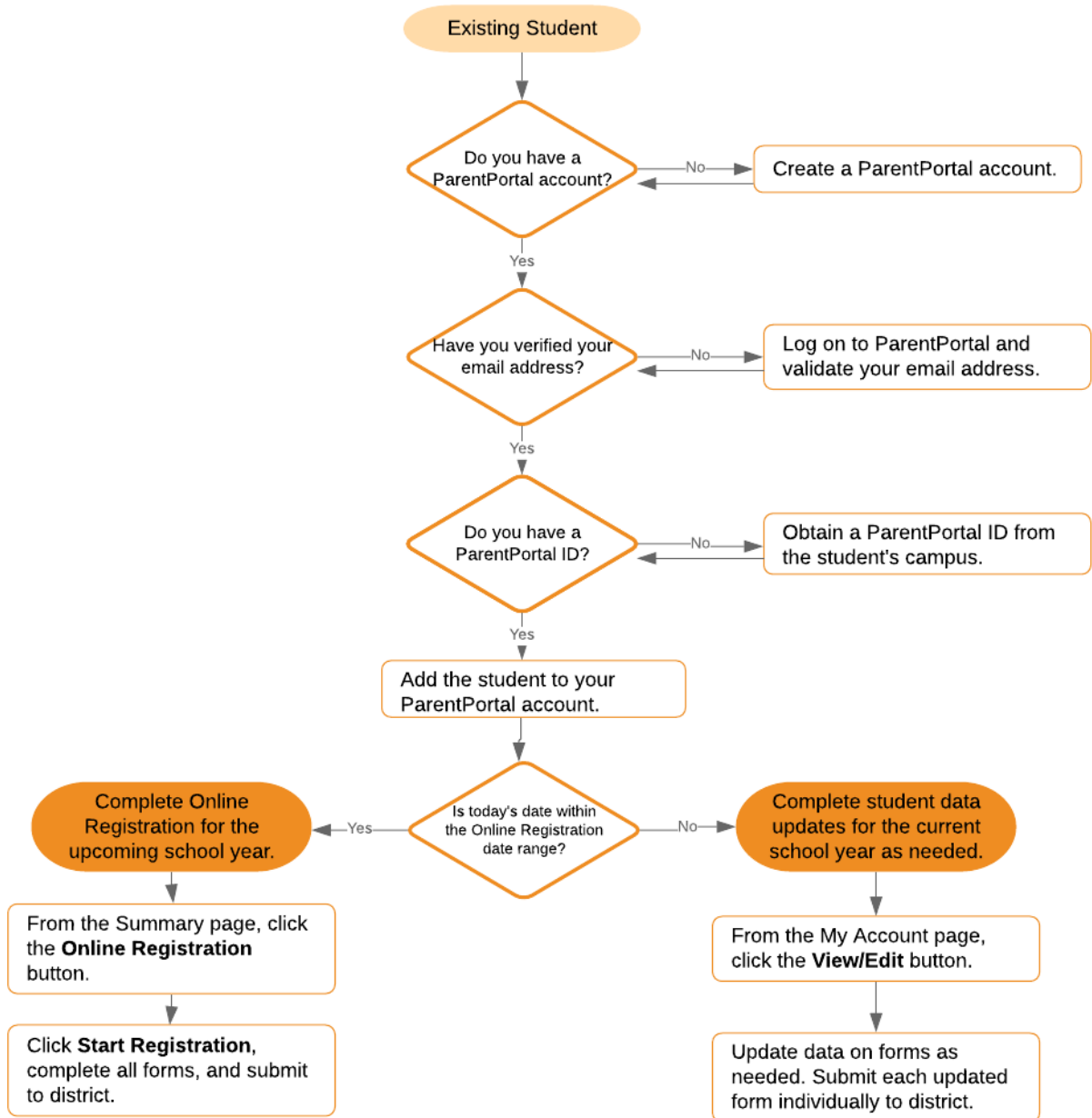
Table of Contents

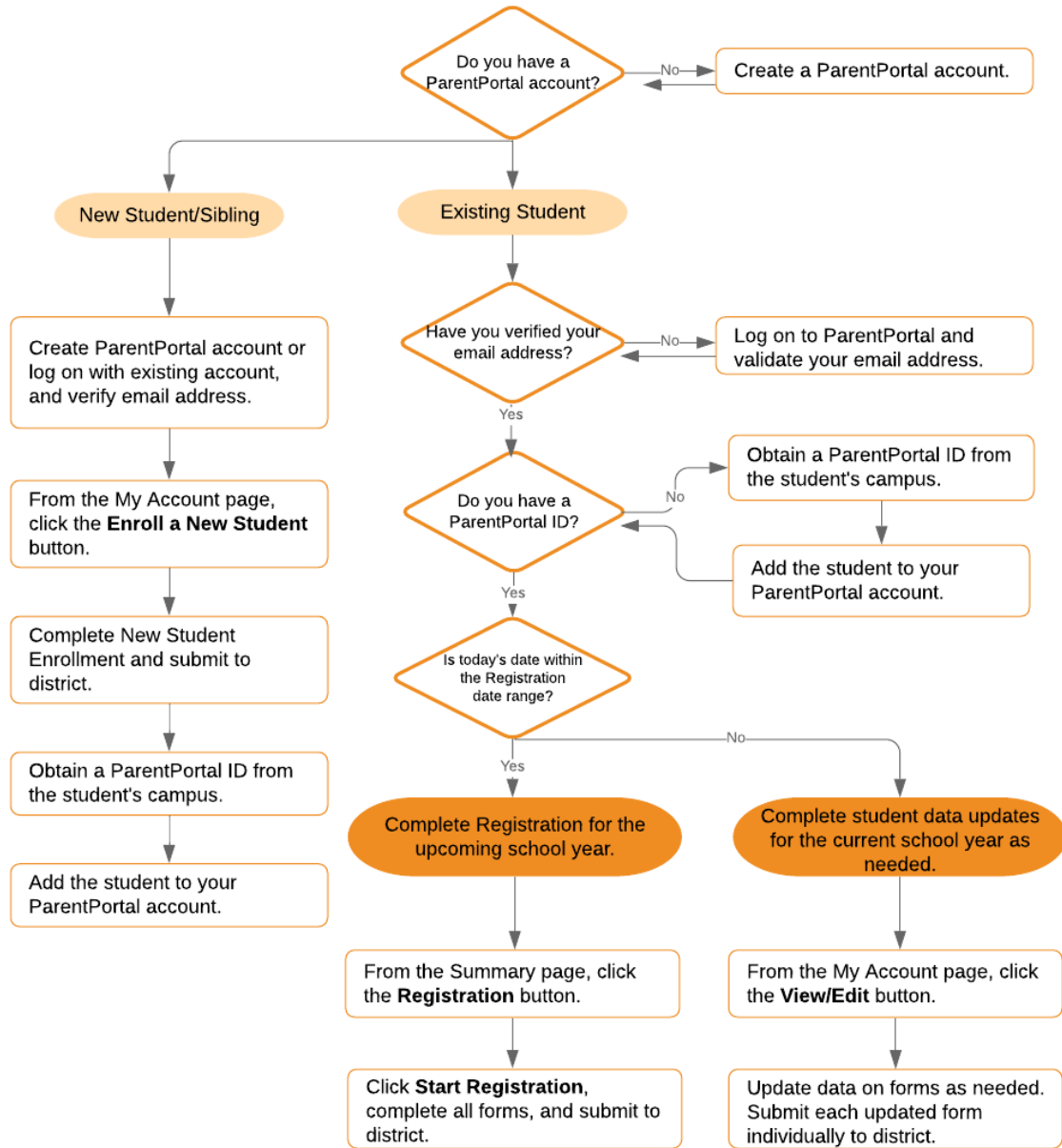# ASCENDER ParentPortal - Online Registration & Data Updates

Parent Steps

Existing Student

Do you have a ParentPortal account? — No → Create a ParentPortal account.

Yes ↓

Have you verified your email address? — No → Log on to ParentPortal and validate your email address.

Yes ↓

Do you have a ParentPortal ID? — No → Obtain a ParentPortal ID from the student's campus.

Yes ↓

Add the student to your ParentPortal account.

↓

Is today's date within the Online Registration date range?

Yes → **Complete Online Registration for the upcoming school year.**

From the Summary page, click the **Online Registration** button.

Click **Start Registration**, complete all forms, and submit to district.

No → **Complete student data updates for the current school year as needed.**

From the My Account page, click the **View/Edit** button.

Update data on forms as needed. Submit each updated form individually to district.

ASCENDER ParentPortal - Enrollment, Registration & Data Updates

Parent Steps

Do you have a ParentPortal account?
— No → Create a ParentPortal account.

New Student/Sibling

Existing Student

New Student/Sibling:

Create ParentPortal account or log on with existing account, and verify email address.

↓

From the My Account page, click the **Enroll a New Student** button.

↓

Complete New Student Enrollment and submit to district.

↓

Obtain a ParentPortal ID from the student's campus.

↓

Add the student to your ParentPortal account.

Existing Student:

Have you verified your email address?
— No → Log on to ParentPortal and validate your email address.

↓ Yes

Do you have a ParentPortal ID?
— No → Obtain a ParentPortal ID from the student's campus. ↓ Add the student to your ParentPortal account.

↓ Yes

Is today's date within the Registration date range?

↓ Yes

Complete Registration for the upcoming school year.

↓

From the Summary page, click the **Registration** button.

↓

Click **Start Registration**, complete all forms, and submit to district.

— No →

Complete student data updates for the current school year as needed.

↓

From the My Account page, click the **View/Edit** button.

↓

Update data on forms as needed. Submit each updated form individually to district.

Back Cover