admin_parent_add_student_flowchart_es
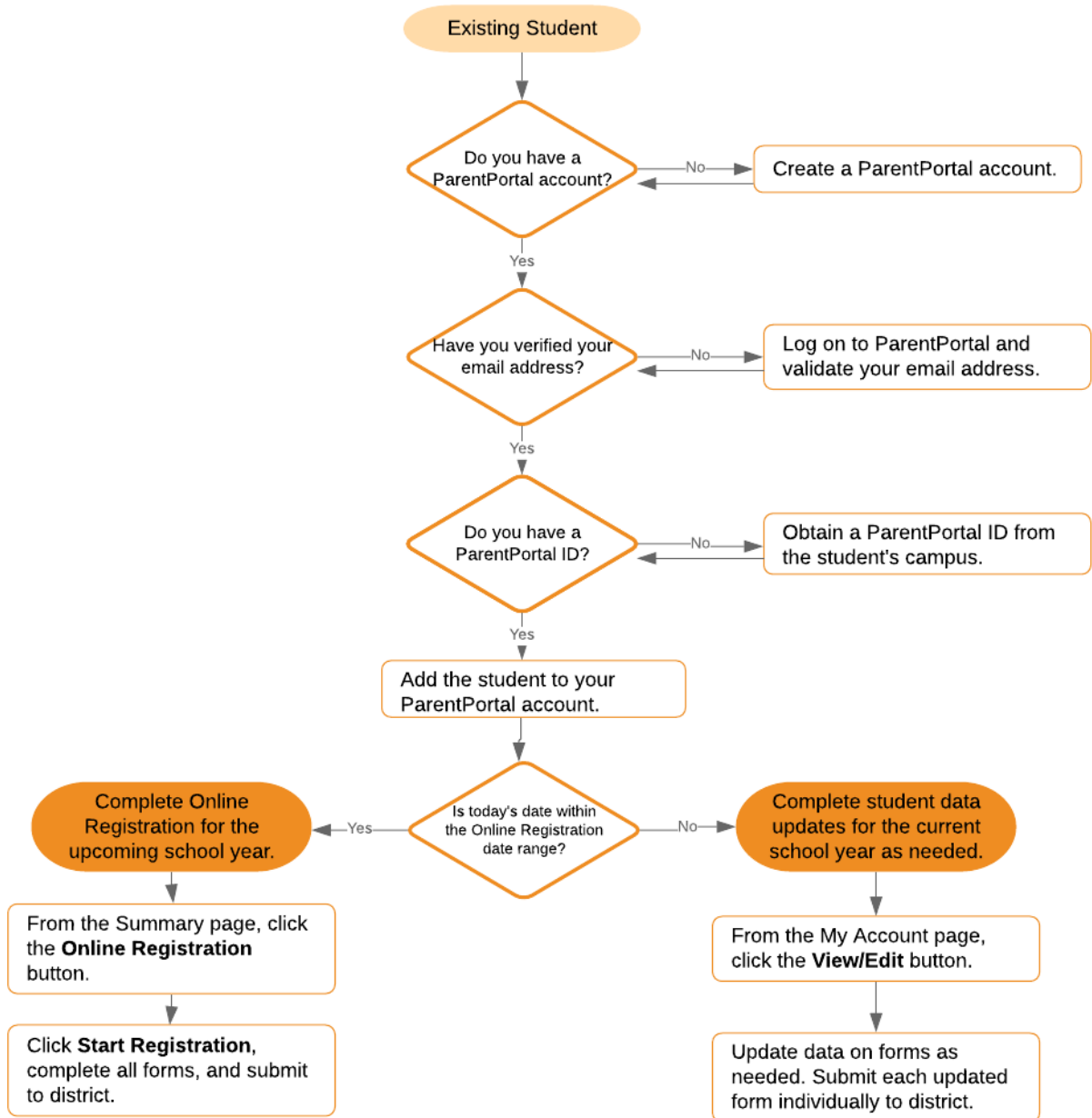
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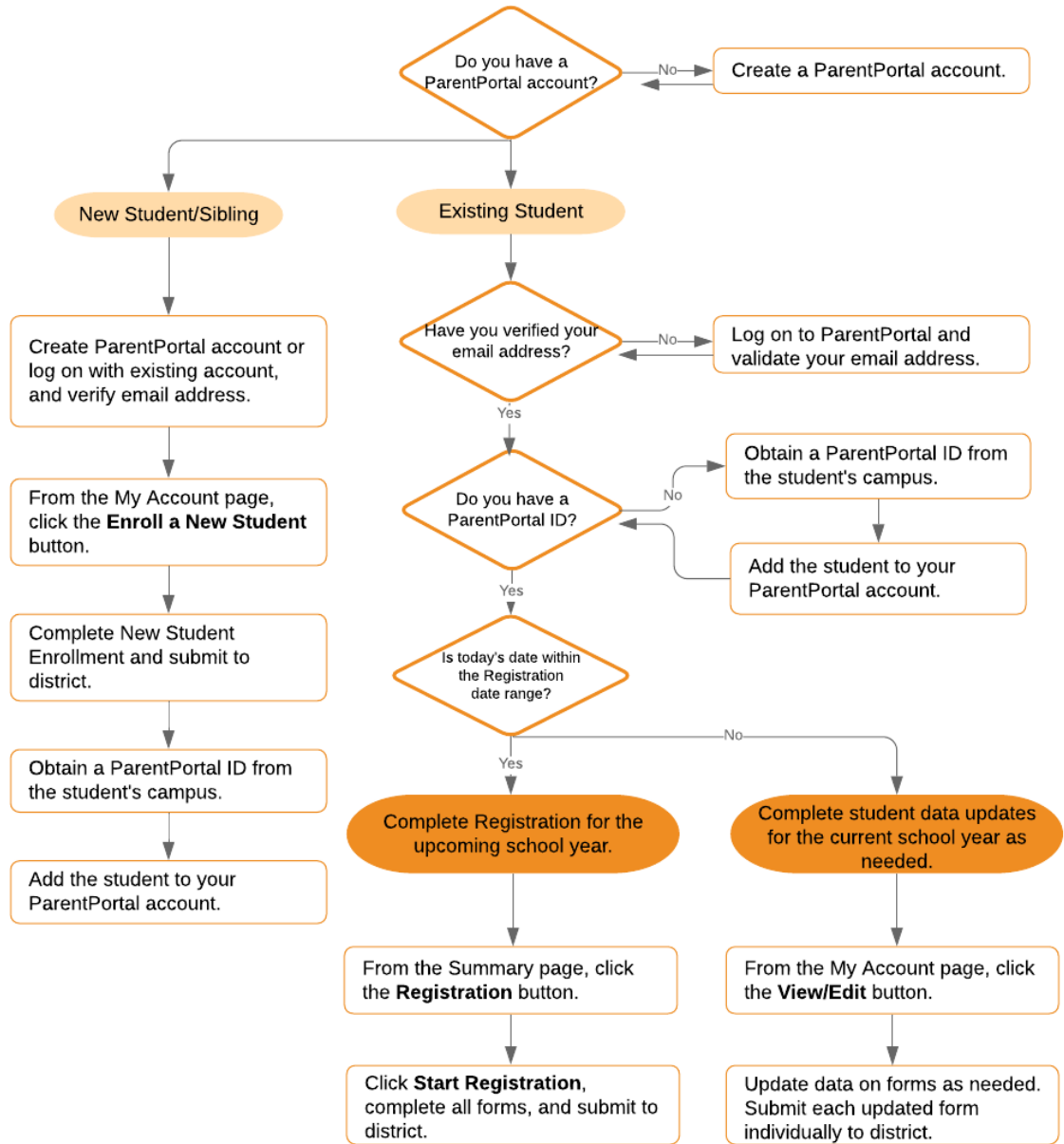# ASCENDER ParentPortal - Online Registration & Data Updates

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.**

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

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

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

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

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

ASCENDER ParentPortal - Enrollment, Registration & Data Updates

Parent Steps

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