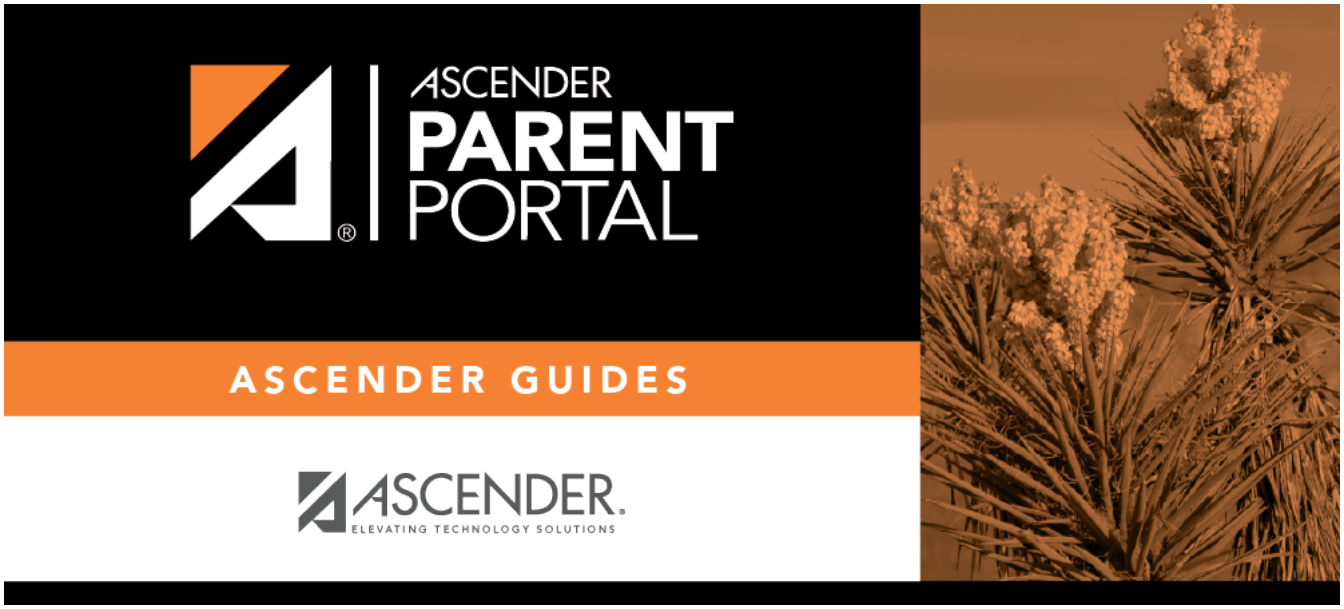


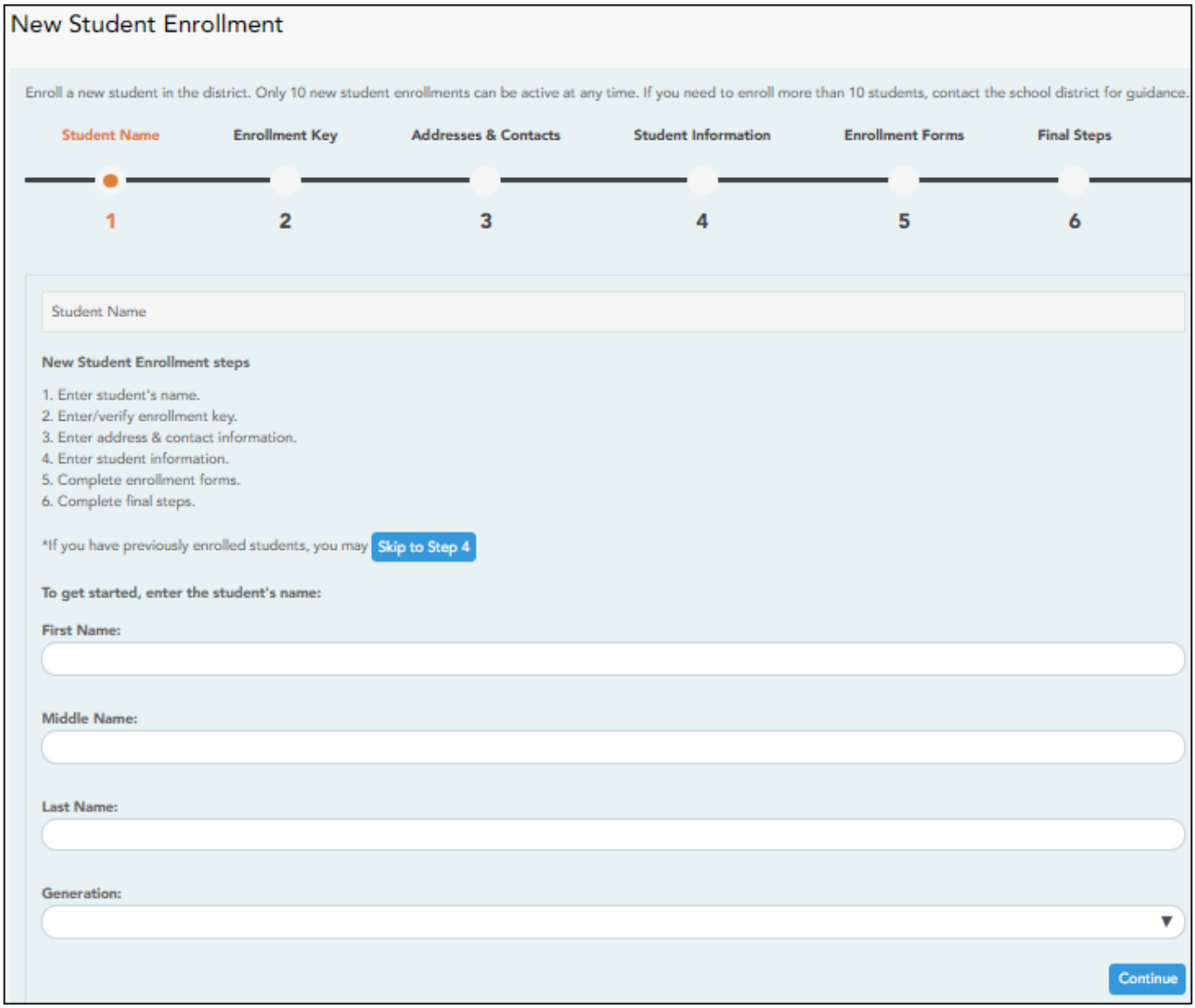
admin_parent_enroll_new_student_steps_body

Table of Contents

The New Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request an enrollment key which will allow you to complete the New Student Enrollment process.

Step 1 - Student Name:

❑ Enter the student's full name and click **Continue**.

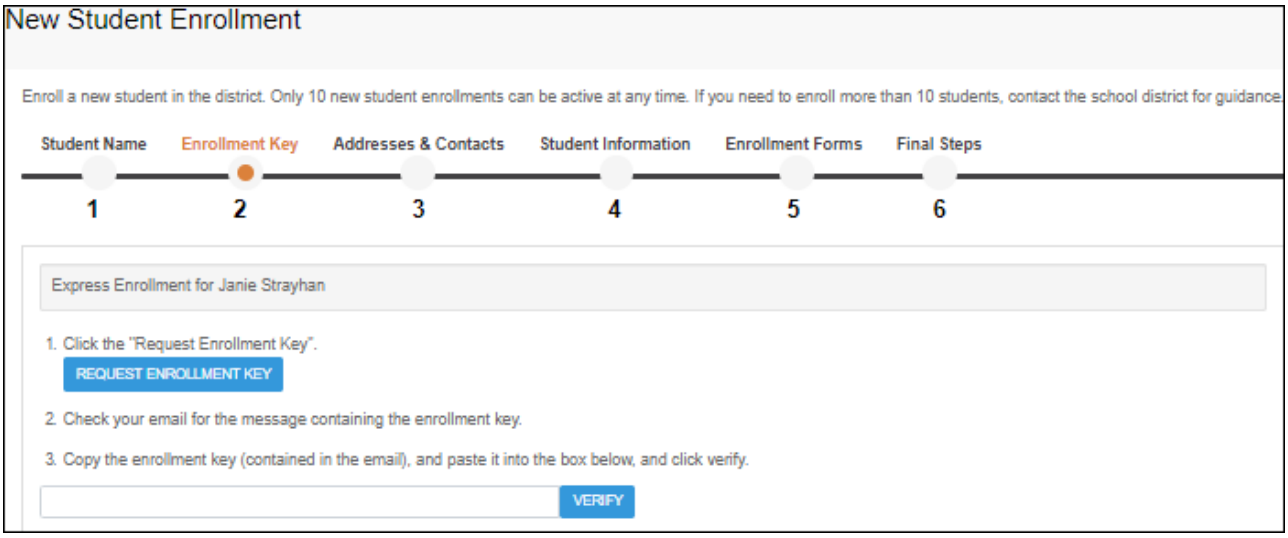


Step 2 - Enrollment Key:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- Option 1 - Email Validation

For this option, an enrollment key is sent to you in an email message.



Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

❑ Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student.

A message is sent to your email address that contains the new 16-character student enrollment key.

❑ Check your email inbox for the message that contains the enrollment key.

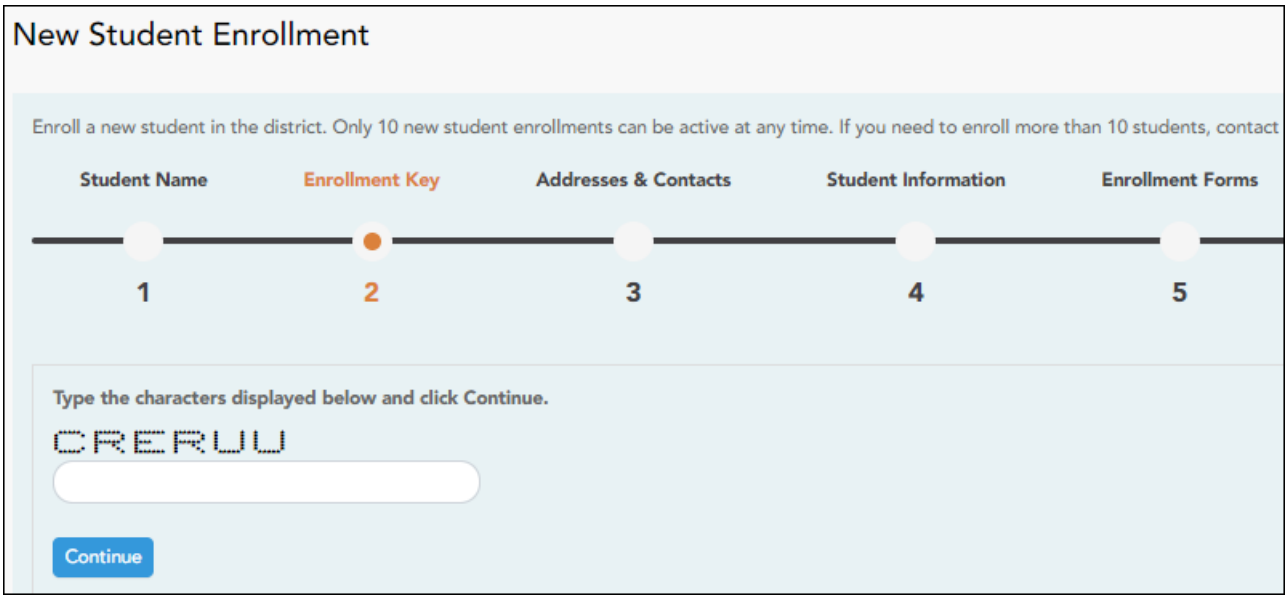
Enrollment Key	You must enter the exact enrollment key in order to complete the enrollment process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.

❑ Click **VERIFY**.

If you typed the enrollment key correctly, the message “Your key has been created and verified!” is displayed.

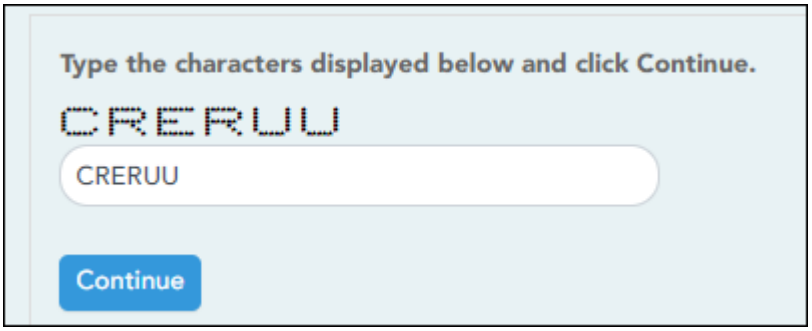
- Option 2 - CAPTCHA Validation

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:



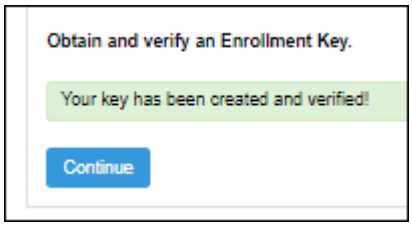
This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

❑ Type the CAPTCHA code exactly as it appears on the page.



❑ Click **Continue**.

If you typed the CAPTCHA code correctly, the message “Your key has been created and verified!” is displayed.

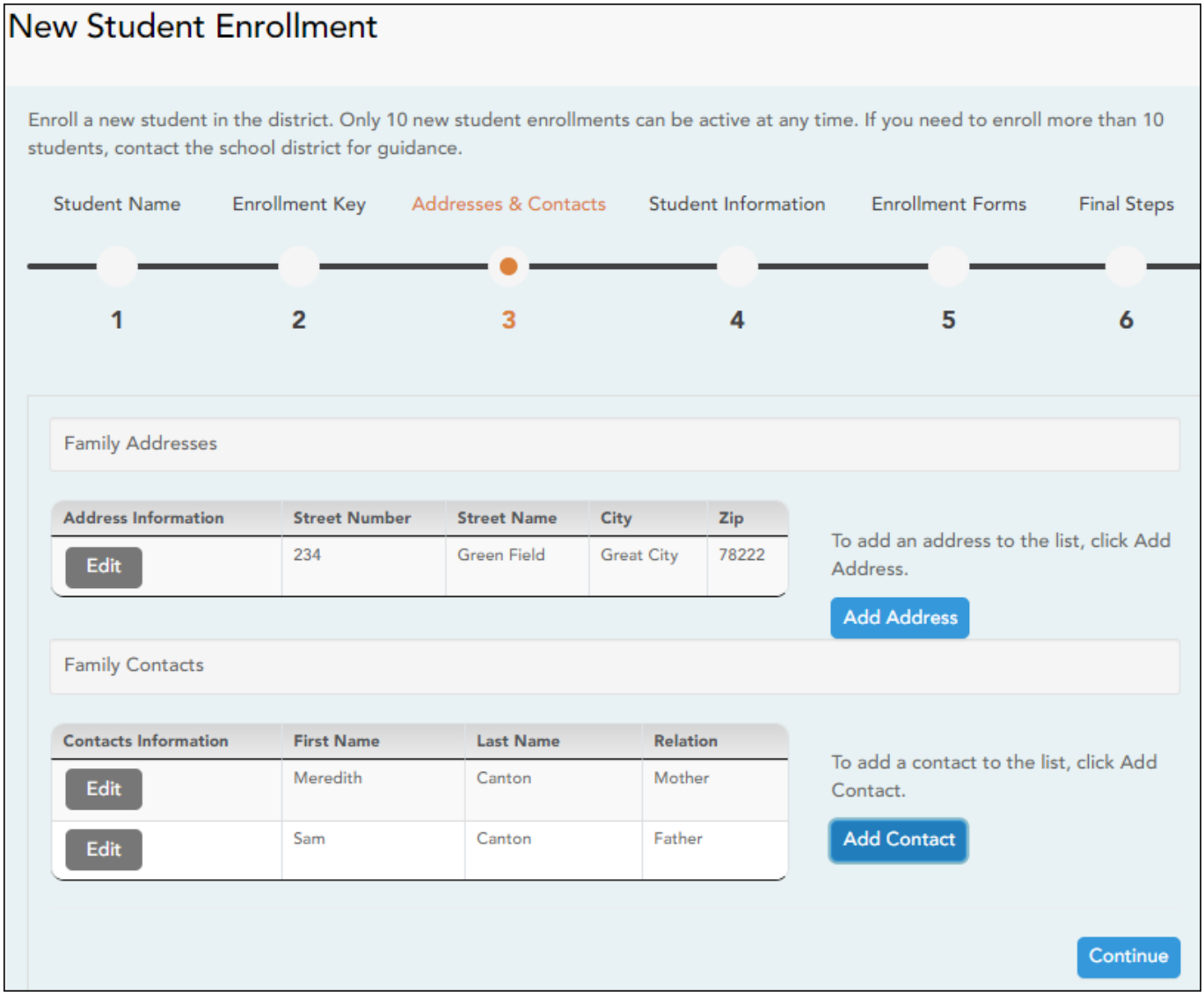


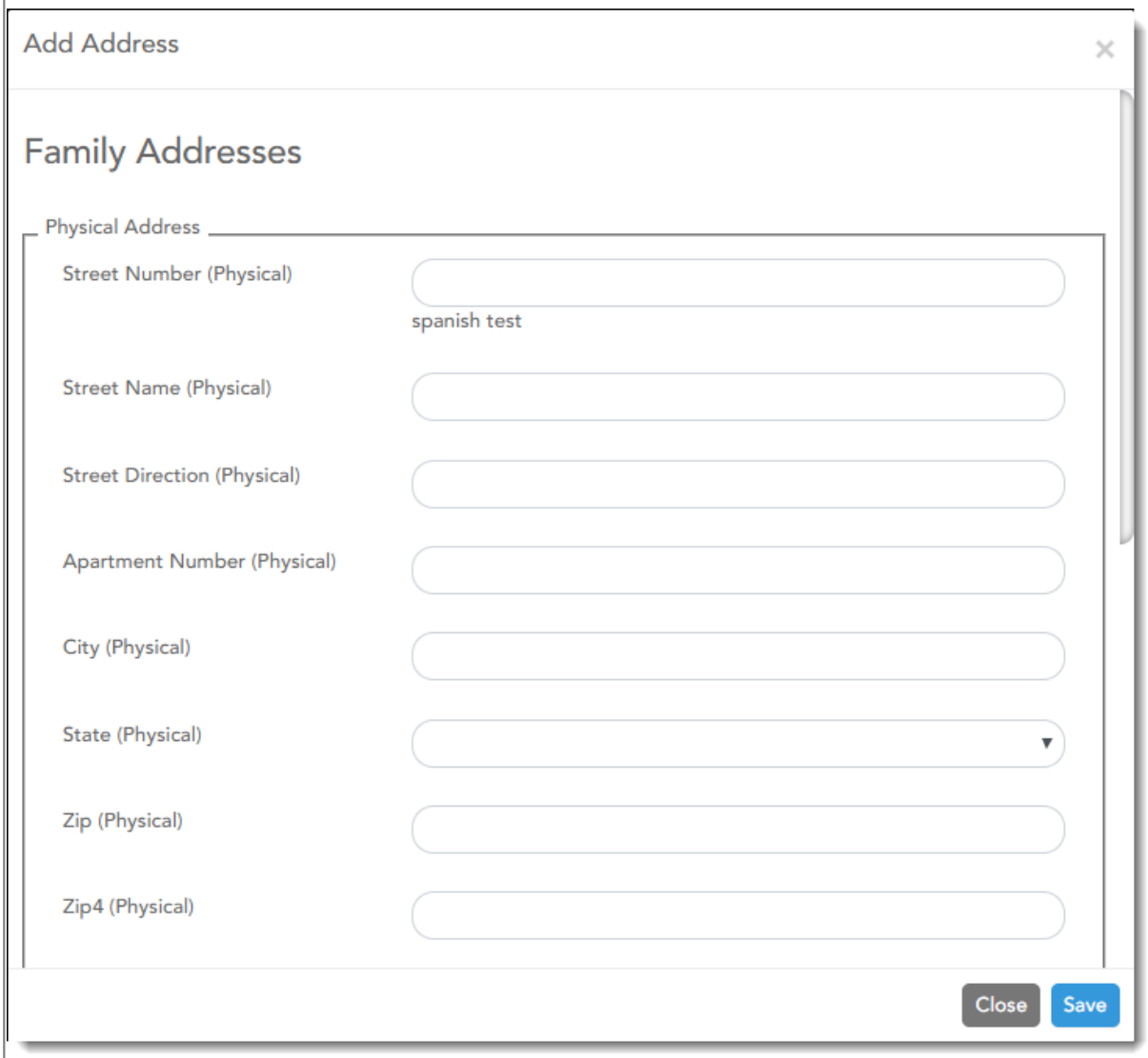
Also, the parent will receive an enrollment key by email. The parent should save this information for his records.

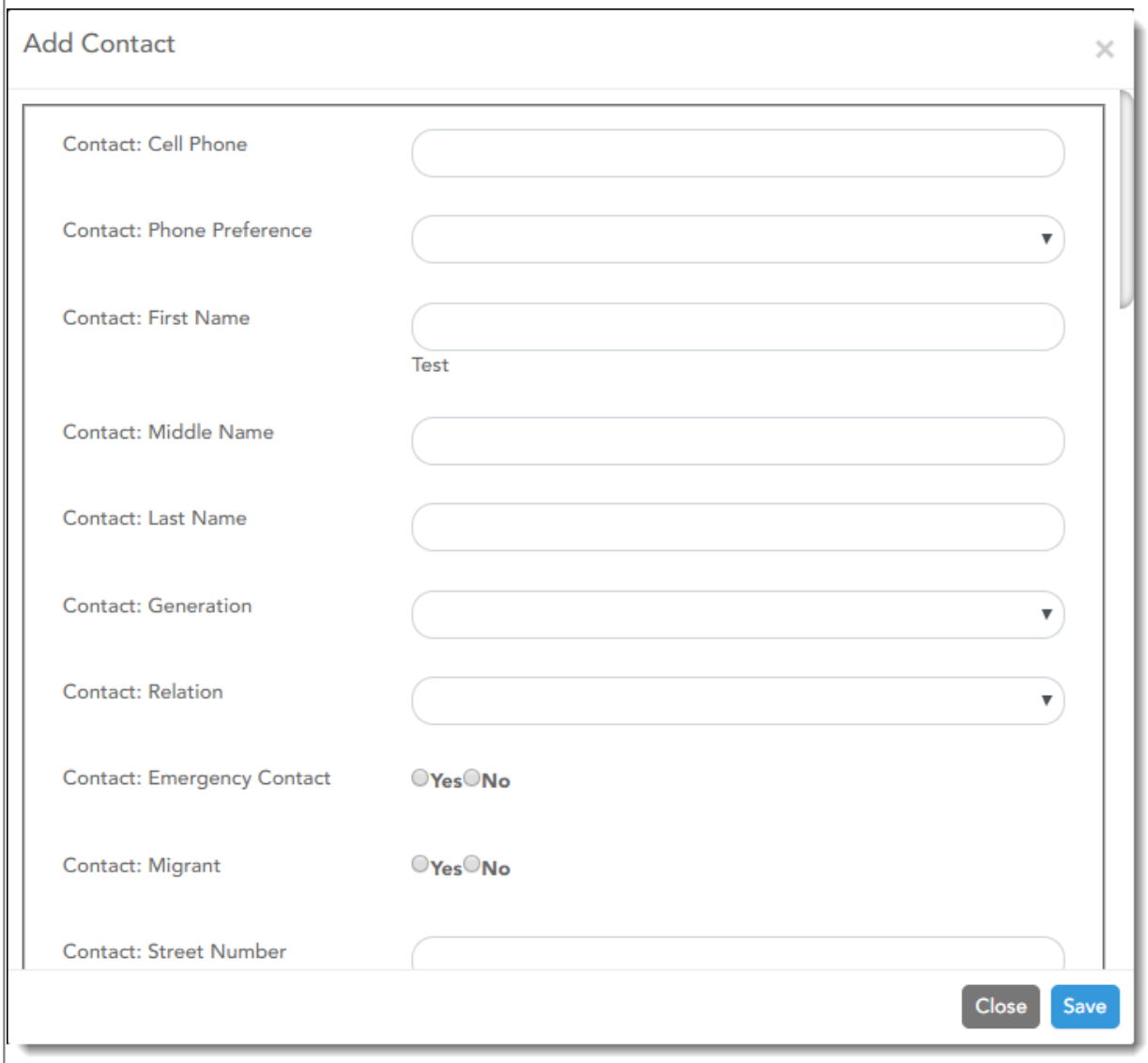
❑ Click **Continue**.

Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.



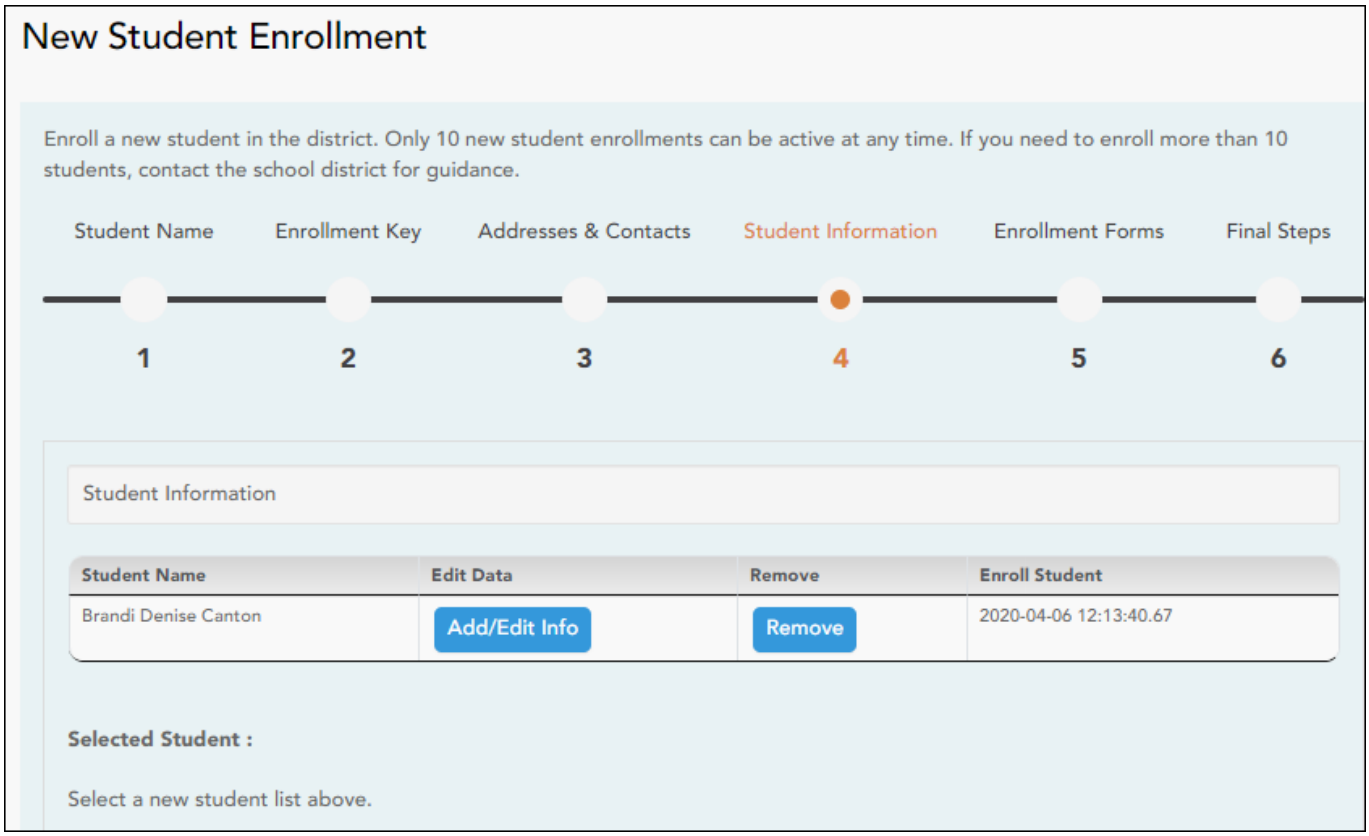
Family Addresses	Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed. **Add address:** ❑ Click **Add Address** to add an address. The Add Address window opens.  ❑ Type the complete address in the fields provided. ❑ Click **Copy** to copy data from the **Physical Address** fields to the **Mailing Address** fields if applicable. ❑ Click **Save**. **Edit address:** ❑ Click **Edit** next to the address to edit an existing address. The Add Address window opens. ❑ Update the fields as needed. ❑ Click **Save**.

Family Contacts	Existing contact information for all of the student's family and emergency contacts. Add up to seven contacts as needed. **Add a contact:** ❑ Click **Add Contact** to add a contact. The Add Contact window opens.  ❑ Enter data in the fields, including the contact's complete name and address. ❑ Click **Save**. ❑ Add additional contacts as needed. **Edit a contact:** ❑ Click **Edit** next to the contact's name. The Add Contact window opens. ❑ Update the fields as needed. ❑ Click **Save**.

❑ Click **Continue**.

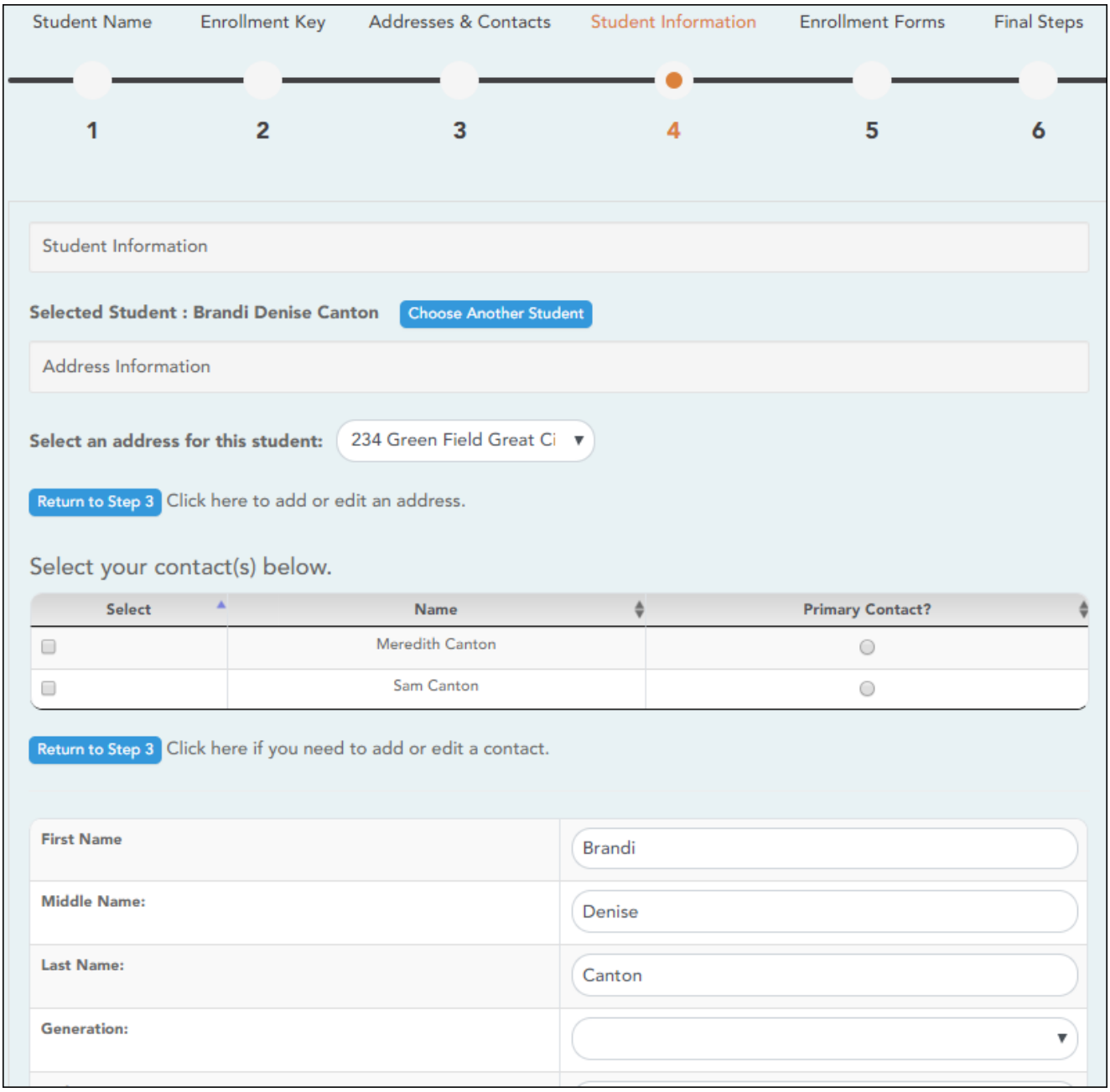
Step 4 - Student Information:

Any existing students added to your account are listed.



❑ Click **Add/Edit Info** for the student.

The page is re-displayed allowing you to select the student's address and contacts and enter additional information for the selected student.



Student Information	The name of the selected student is displayed. Click **Choose Another Student** to enter data for a different student.
Address Information	Select an address for the student from the drop-down list. These are the addresses entered in Step 3. If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4.
Select your contact(s) below	Select contacts for the student from those entered in Step 3: • From the list of contacts, select up to seven who should be listed as contacts for the student. • Of those selected as contacts, select **Primary Contact** for the one who is the student's primary contact. If you need to add another contact, click **Return to Step 3** to add another contact, and then return to Step 4.
student demographic information	Enter student demographic data in the fields provided.

Attach a document:

If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.

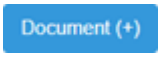
A window opens allowing you select and upload one or more files.

Document Upload	Click **Choose File**. Locate and select the file to be uploaded. The following file types are acceptable: • PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

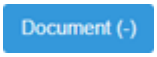
❑ Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.

❑ Click **Close** to close the window.



- If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign).



- If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign).

View or delete an existing document:

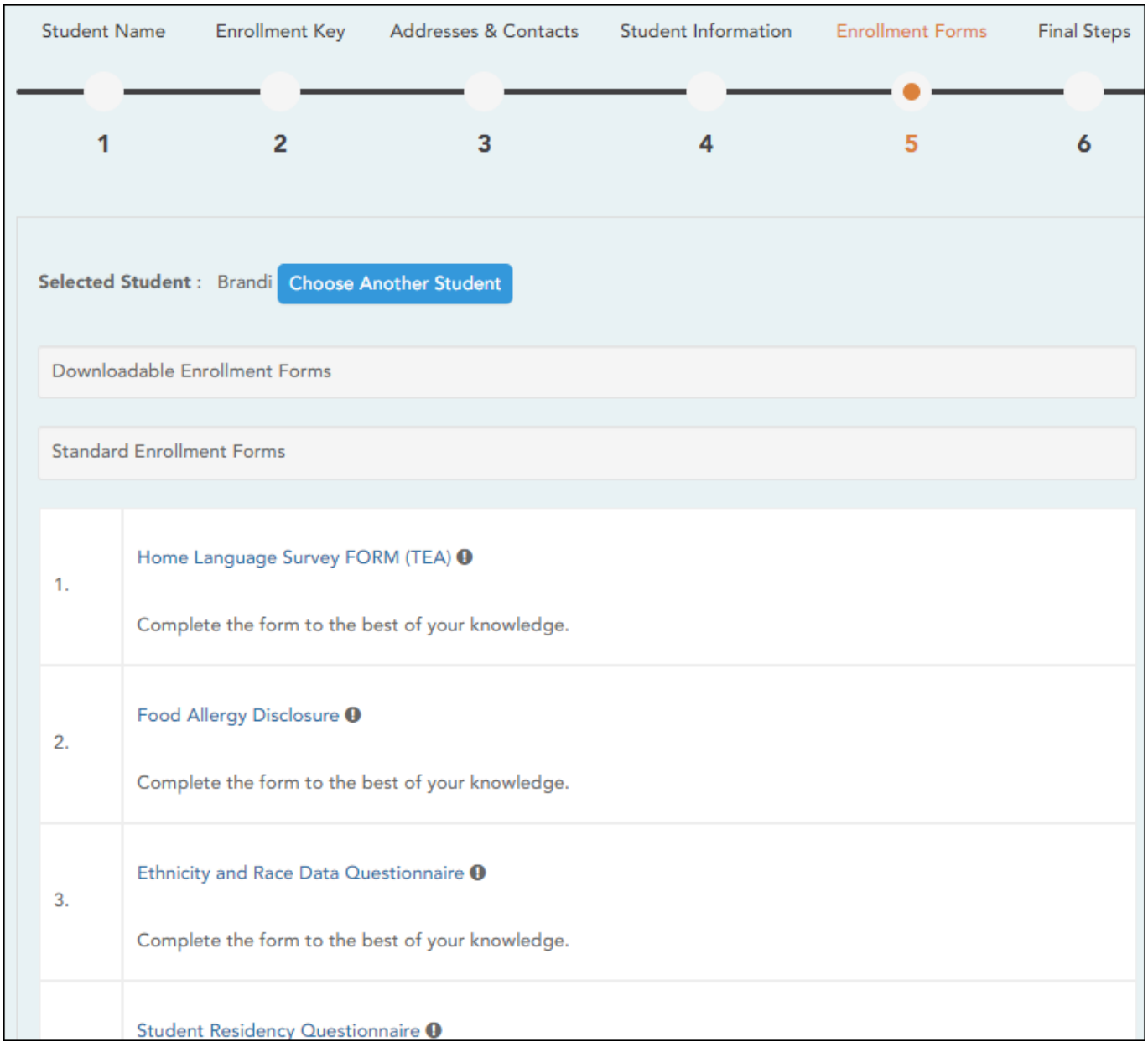
❑ Click **Documents(+)**.

• Click the document to view it.
• Click next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

❑ Click **Save and Continue**.

❑ Or, click **Save and Continue Later** if you have not completed all information and need to continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

Step 5 - Enrollment Forms:



❑ Under **Downloadable Enrollment Forms:**

Any additional forms required by the campus or district are listed.

(If you are unable to submit forms online, they can be printed: Download Standard Forms (optional):)

❑ Click each form to view it. The form opens in a new window where it can be viewed and printed.

❑ Print and complete all forms by hand, and take the completed forms to the campus or district if required.

❑ Under **Standard Enrollment Forms:**

The required standard forms are listed. These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:

- Indicates that the parent has not saved the form.
- Indicates that the parent has already saved the form.

❑ Click each form to view it.

The form opens in a pop-up window.

❑ Enter the required information and click **Save Changes**.

You cannot save a form unless all required data is entered.

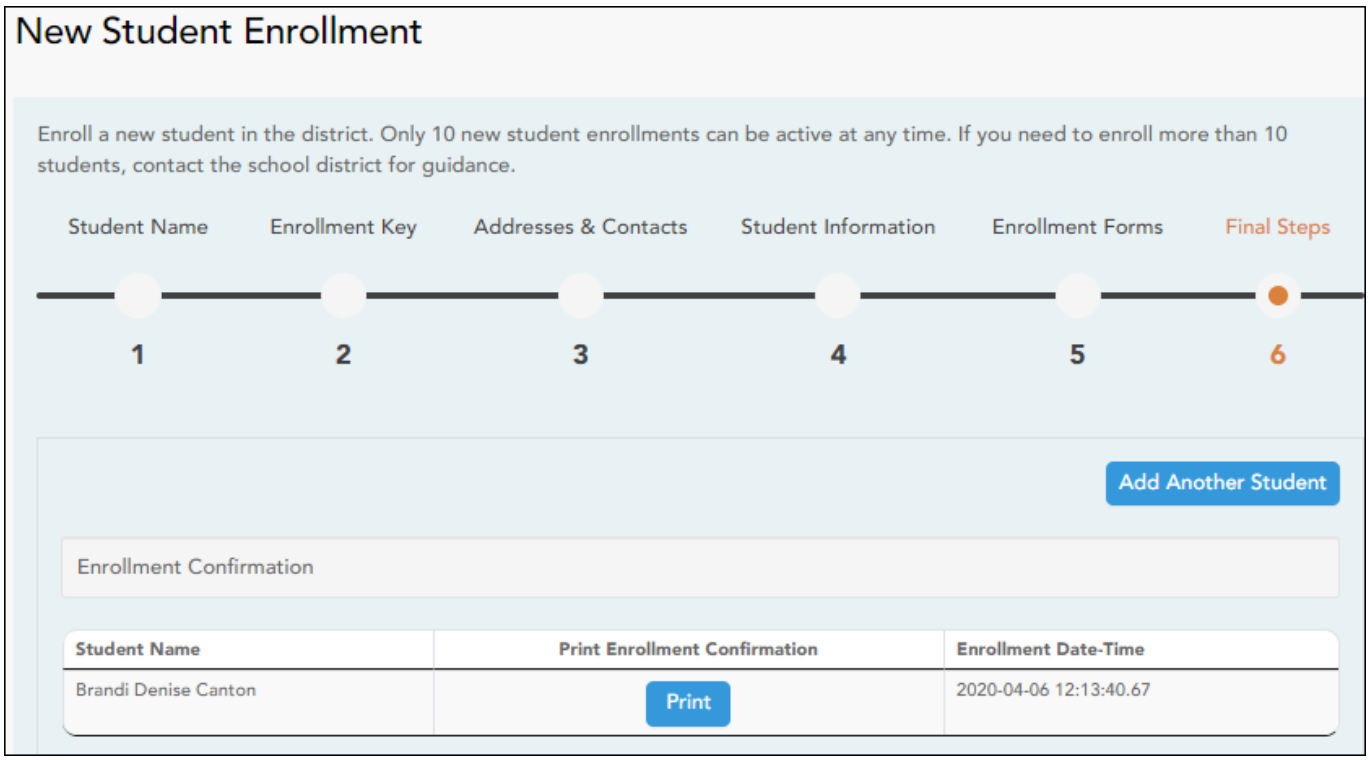
NOTE: Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the click **Save Changes** to acknowledge the contents of the form.

Until all forms are saved, the **Enroll Student** button remains disabled. (You may need to scroll down to view the **Enroll Student** button.)

❑ Click **Enroll Student** when all data and forms are ready.

The student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

Step 6 - Final Steps:



❑ Click **Add Another Student** if you need to enroll another student, and repeat the process from Step 1.

Under Enrollment Confirmation:

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.
- If his enrollment has successfully been submitted to the district, the submission date-time stamp is displayed.

❑ (Optional) Click **Print** to print a confirmation message for each enrolled student.

The message contains the student's name, student enrollment key, and further instructions for your records.

What Happens Next?

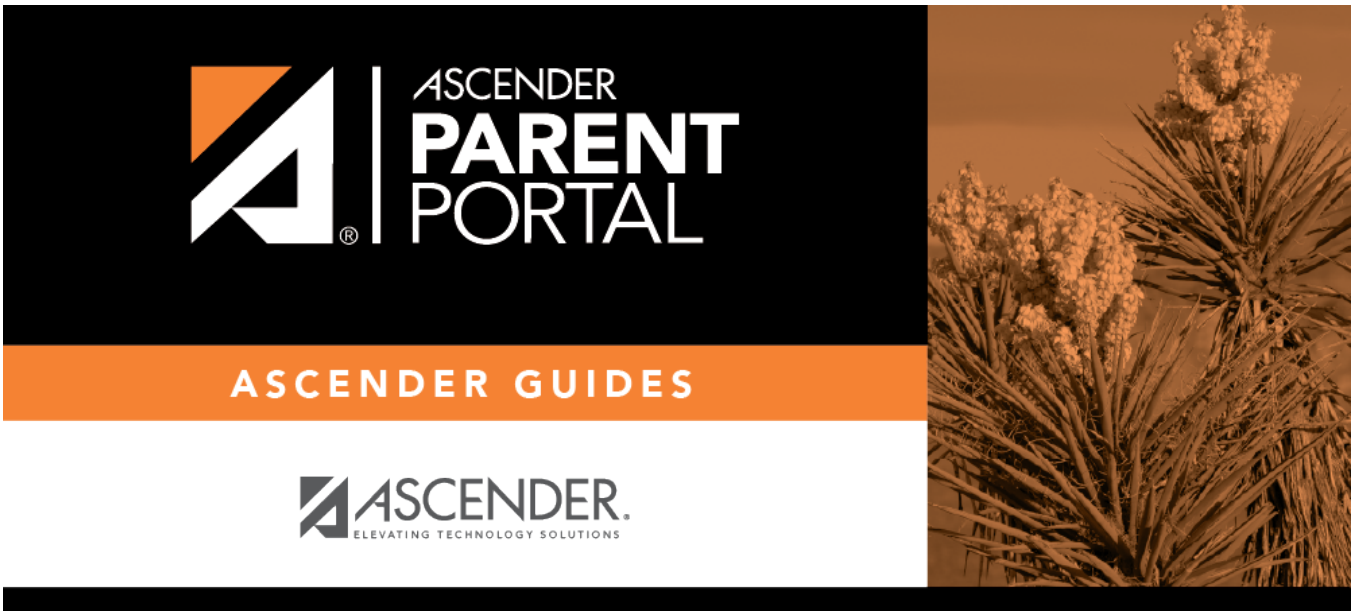
Visit in person:

To complete the enrollment process, it may be necessary to go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.

Receive a ParentPortal ID:

Once the district or campus has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your **My Account** page under **Students**.


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PARENT
PORTAL
ASCENDER GUIDES
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ELEVATING TECHNOLOGY SOLUTIONS

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