



ASCENDER GUIDES



**admin\_parent\_enroll\_new\_student\_steps\_body**



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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**.

### New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

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**New Student Enrollment steps**

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

\*If you have previously enrolled students, you may [Skip to Step 4](#)

To get started, enter the student's name:

**First Name:**

**Middle Name:**

**Last Name:**

**Generation:**

## 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.

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Express Enrollment for Janie Strayhan

1. Click the "Request Enrollment Key".  
REQUEST ENROLLMENT KEY
2. Check your email for the message containing the enrollment key.
3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.

VERIFY

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.

<b>Enrollment Key</b>	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.
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- 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:

## New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact



Type the characters displayed below and click Continue.

CRERUU

Continue

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.

The screenshot shows the CAPTCHA verification step. At the top, it says 'Type the characters displayed below and click Continue.' Below that is the CAPTCHA code 'CRERUU'. A text input field contains the typed code 'CRERUU'. A blue 'Continue' button is at the bottom.

- Click **Continue**.

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

The screenshot shows the success message. At the top, it says 'Obtain and verify an Enrollment Key.' Below that is a green message box that says 'Your key has been created and verified!'. A blue 'Continue' button is at the bottom.

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.

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### Family Addresses

Address Information	Street Number	Street Name	City	Zip
<a href="#" style="background-color: #555; color: white; padding: 2px 5px; border-radius: 3px;">Edit</a>	234	Green Field	Great City	78222

To add an address to the list, click Add Address.

[Add Address](#)

### Family Contacts

Contacts Information	First Name	Last Name	Relation
<a href="#" style="background-color: #555; color: white; padding: 2px 5px; border-radius: 3px;">Edit</a>	Meredith	Canton	Mother
<a href="#" style="background-color: #555; color: white; padding: 2px 5px; border-radius: 3px;">Edit</a>	Sam	Canton	Father

To add a contact to the list, click Add Contact.

[Add Contact](#)

[Continue](#)

**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.

Add Address
×

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### Family Addresses

Physical Address

Street Number (Physical)	<input style="width: 90%;" type="text" value="spanish test"/>
Street Name (Physical)	<input style="width: 90%;" type="text"/>
Street Direction (Physical)	<input style="width: 90%;" type="text"/>
Apartment Number (Physical)	<input style="width: 90%;" type="text"/>
City (Physical)	<input style="width: 90%;" type="text"/>
State (Physical)	<input style="width: 90%;" type="text" value=""/>
Zip (Physical)	<input style="width: 90%;" type="text"/>
Zip4 (Physical)	<input style="width: 90%;" type="text"/>

Close
Save

- 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.

Add Contact
✕

Contact: Cell Phone

Contact: Phone Preference

Contact: First Name   
Test

Contact: Middle Name

Contact: Last Name

Contact: Generation

Contact: Relation

Contact: Emergency Contact  Yes  No

Contact: Migrant  Yes  No

Contact: Street Number

Close
Save

- 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.

### New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

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Student Information

Student Name	Edit Data	Remove	Enroll Student
Brandi Denise Canton	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Add/Edit Info</a>	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Remove</a>	2020-04-06 12:13:40.67

**Selected Student :**

Select a new student list above.

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.

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Student Information

**Selected Student : Brandi Denise Canton** Choose Another Student

Address Information

Select an address for this student: 234 Green Field Great Ci ▼

Return to Step 3 Click here to add or edit an address.

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="checkbox"/>	Meredith Canton	<input type="radio"/>
<input type="checkbox"/>	Sam Canton	<input type="radio"/>

Return to Step 3 Click here if you need to add or edit a contact.

<b>First Name</b>	<input style="width: 90%;" type="text" value="Brandi"/>
<b>Middle Name:</b>	<input style="width: 90%;" type="text" value="Denise"/>
<b>Last Name:</b>	<input style="width: 90%;" type="text" value="Canton"/>
<b>Generation:</b>	<input style="width: 90%;" type="text"/>

<b>Student Information</b>	The name of the selected student is displayed. Click <b>Choose Another Student</b> to enter data for a different student.
<b>Address Information</b>	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 <b>Return to Step 3</b> to add another address, and then return to Step 4.
<b>Select your contact(s) below</b>	Select contacts for the student from those entered in Step 3: <ul style="list-style-type: none"> <li>From the list of contacts, select up to seven who should be listed as contacts for the student.</li> <li>Of those selected as contacts, select <b>Primary Contact</b> for the one who is the student's primary contact.</li> </ul> If you need to add another contact, click <b>Return to Step 3</b> to add another contact, and then return to Step 4.
<b>student demographic information</b>	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.

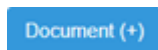
A window opens allowing you select and upload one or more files.

<b>Document Upload</b>	Click <b>Choose File</b> . Locate and select the file to be uploaded.  The following file types are acceptable: <ul style="list-style-type: none"> <li>• PDF</li> <li>• Text: .txt</li> <li>• Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx</li> <li>• Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff</li> <li>• Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv</li> <li>• Audio: .wav</li> <li>• Zipped: .zip</li> </ul>
<b>Description</b>	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:

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**Selected Student :** Brandi [Choose Another Student](#)

Downloadable Enrollment Forms

Standard Enrollment Forms

1.	Home Language Survey FORM (TEA) ⓘ Complete the form to the best of your knowledge.
2.	Food Allergy Disclosure ⓘ Complete the form to the best of your knowledge.
3.	Ethnicity and Race Data Questionnaire ⓘ Complete the form to the best of your knowledge.
	Student Residency Questionnaire ⓘ

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:

### New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

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[Add Another Student](#)

Enrollment Confirmation

Student Name	Print Enrollment Confirmation	Enrollment Date-Time
Brandi Denise Canton	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Print</a>	2020-04-06 12:13:40.67

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?

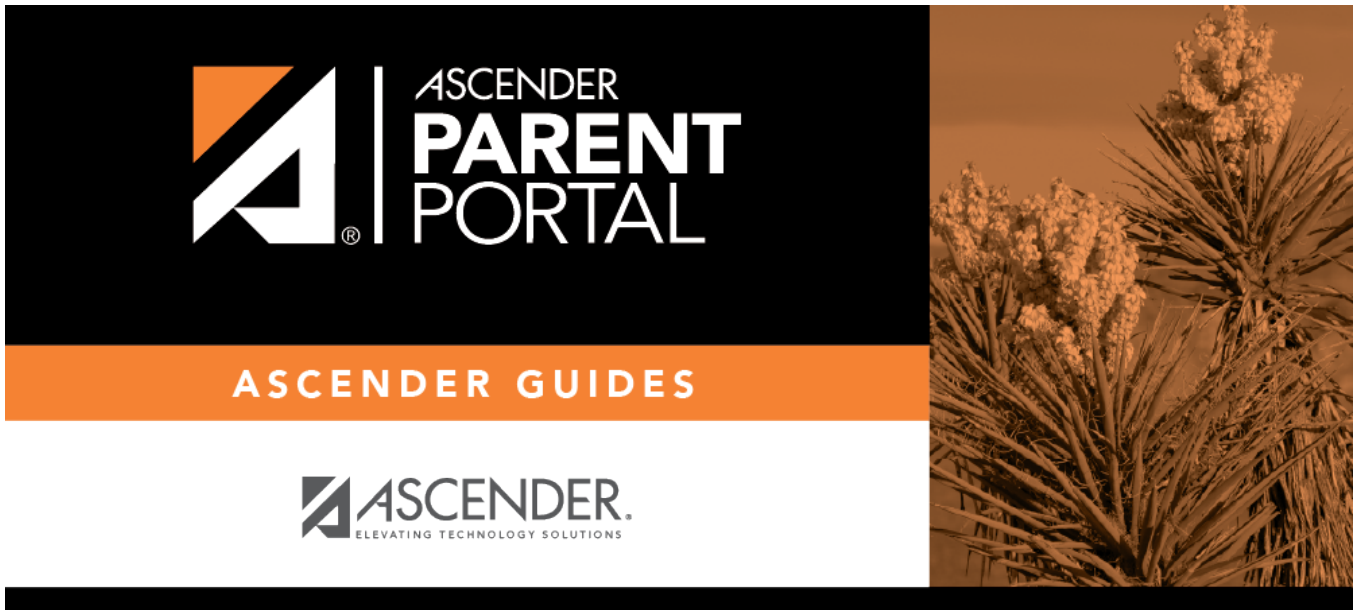
**Visit in person:**

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**.



## Back Cover