admin_parent_flow_chart
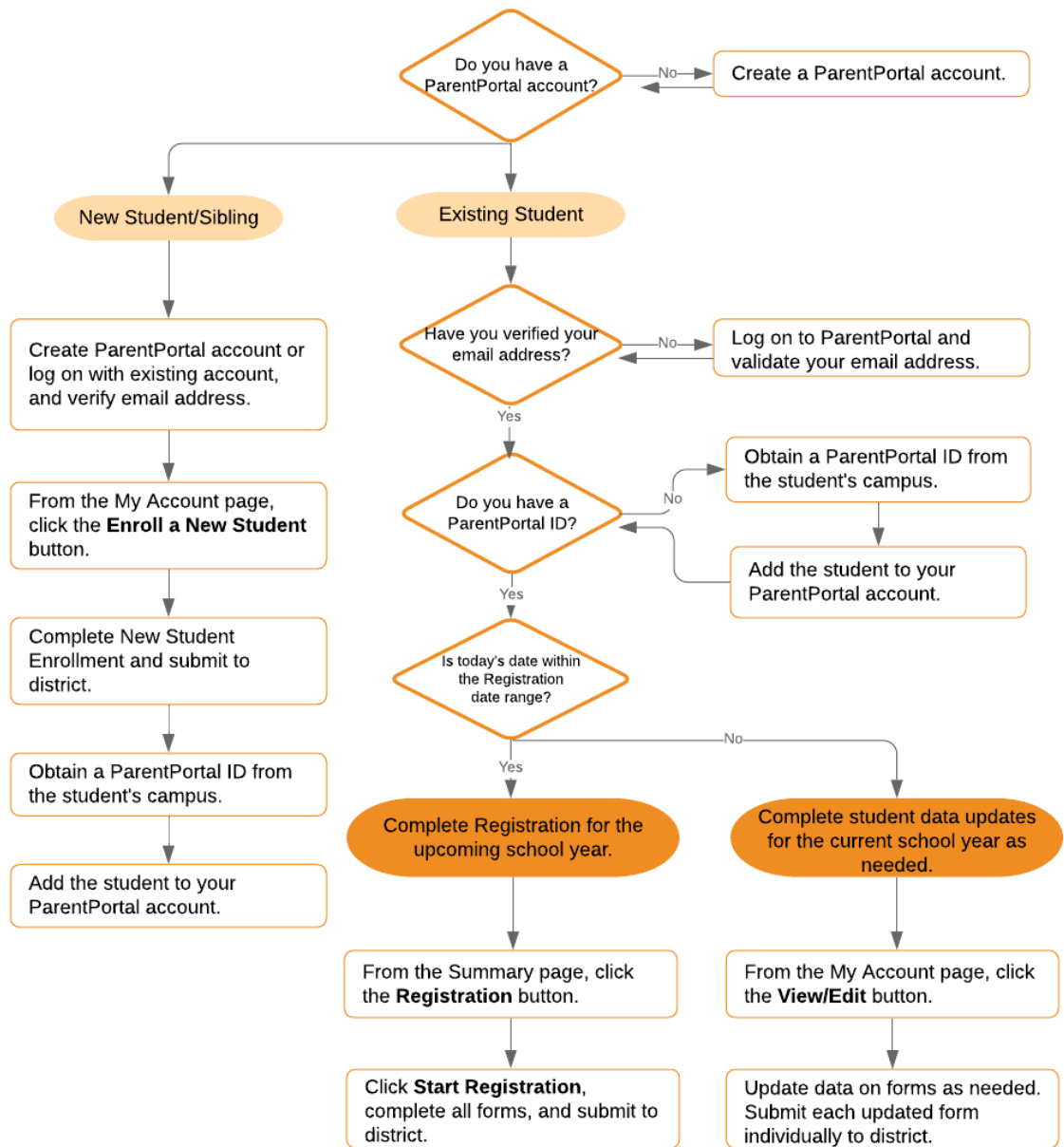
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ASCENDER ParentPortal - Enrollment, Registration & Data Updates

Parent Steps

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

New Student/Sibling

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

Yes ↓

New Student/Sibling branch:

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.

Registration branch:

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.

Data updates branch:

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.

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