



ASCENDER GUIDES



## Parent: Maintain Student Data



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# ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

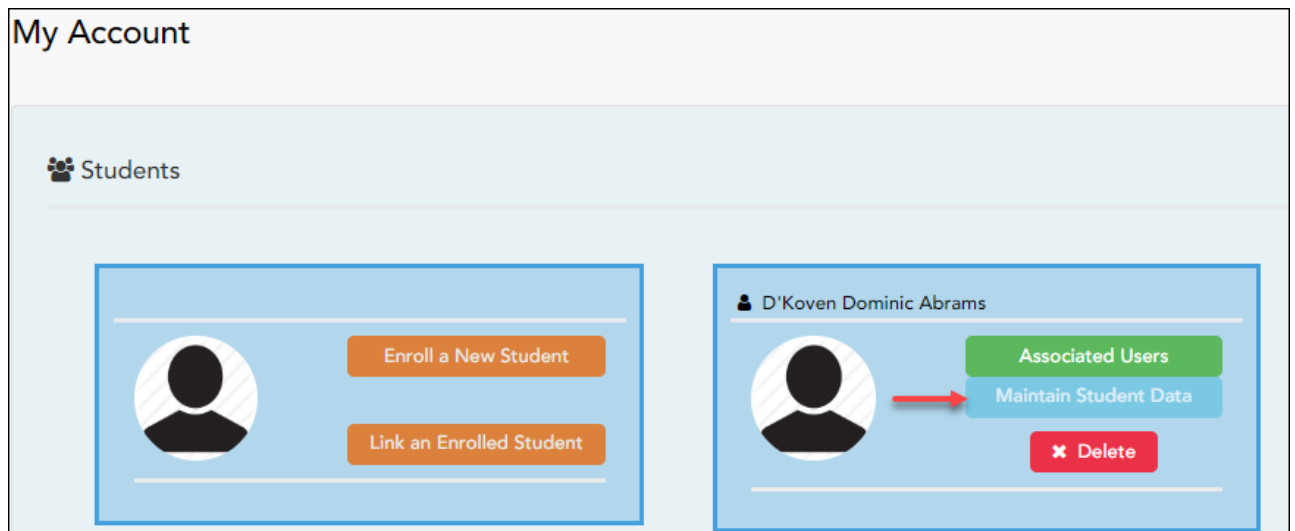
## Parent: Maintain Student Data

Parents can maintain student demographic data throughout the school year, such as a phone number or address change...

1. [Update current year data as needed.](#)

### **ASCENDER ParentPortal > My Account**

- From the My Account page, click **Maintain Student Data**.



The Student Data Maintenance page opens.

- In the left-side navigation bar, click **Student Data Editing** to expand and view the forms that can be updated.
- Click the form name, and the form opens on the right.
- Type over existing text with new information.



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