



ASCENDER GUIDES



Parent: Maintain Student Data

Table of Contents

Parent: Maintain Student Data	1
--	----------

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

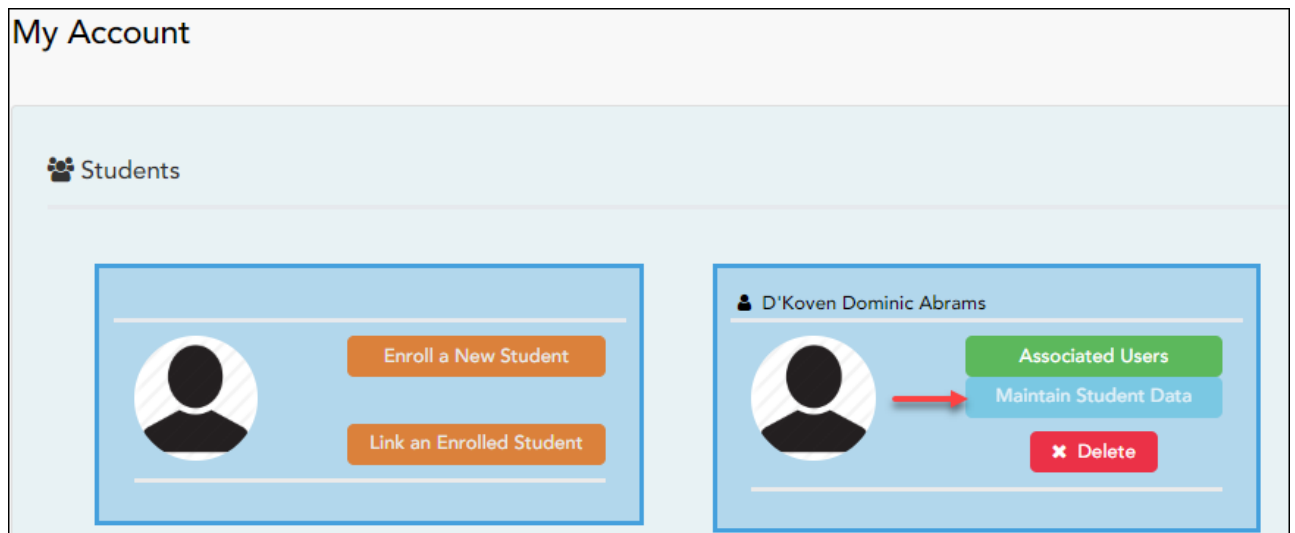
Parent: Maintain Student Data

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.



Back Cover