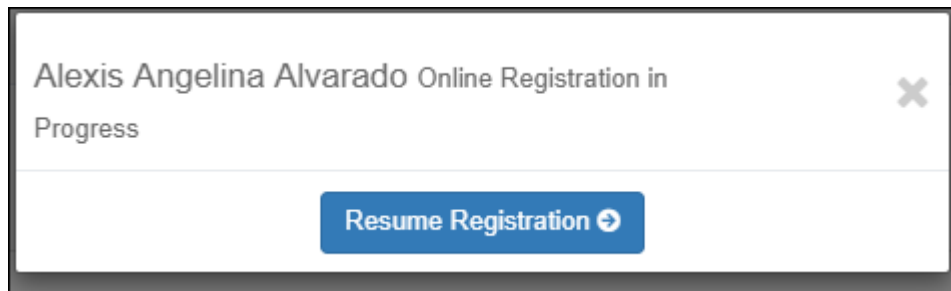# parent_add_student_register

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ASCENDER ParentPortal > Summary

During the annual online registration window:

You can easily see your student's progress in the registration process and access the page where you can complete the forms.

If your student's registration is in progress, a pop-up window opens from this page.

❏ Click **Resume Registration** to continue the registration process.

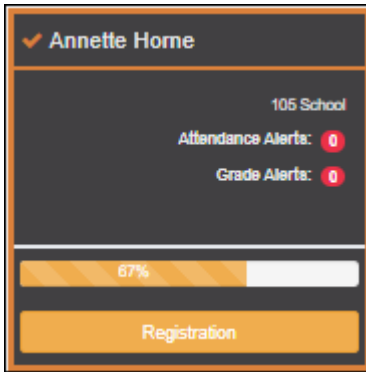Or, click ✕ to close the pop-up window and continue registration later.

Once you have completed registration, the pop-up window will no longer appear.

NOTE: On the Summary page, the **Registration** button will be red, yellow, or green depending on how far along you are in the process.

• The information is green if all forms are completed (i.e., 100%).
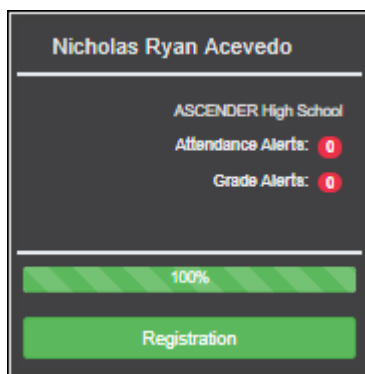
• The information is yellow if most of the forms are completed (i.e., 50%-99%).

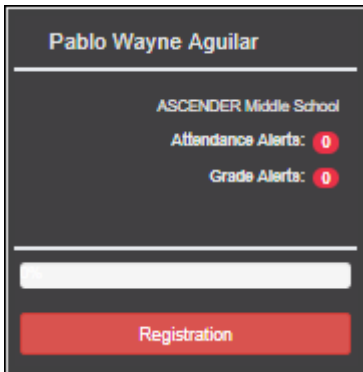• The information is red if fewer than half of the forms are completed (i.e., 0%-49%).
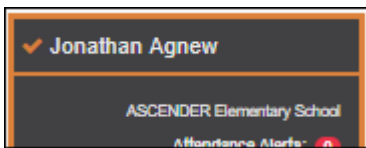
• The card is highlighted and has a check mark for the selected student.

❏ To begin or resume the registration process, click **Resume Registration** on the pop-up window, or click the **Registration** button on the student's card.

The Registration page opens.

❏ Click **Start Registration**.

The first form in the list opens on the right side of the page.

Depending on the form type and district requirements, a form will require one of two actions:

• View only or download
• Review and update

• **View only or download:** View the form and acknowledge that you have viewed the form.

There is no data to enter.
- For a static form, click **Download Attached Document** to open, save, and/or print the form.
- For a standard form, the form automatically opens on the right side of the page.
- By clicking **Next Form**, you are confirming that you viewed the form.

- **Review and update:** Review existing data. Add or update data as needed.

  - For a dynamic form, add or change data. Type over the existing data with new data where applicable.
  - For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact. Click **Add Contact** to add a new contact.

  - 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.
  - Texas standard forms must be re-submitted each year. All data must be re-entered.

❏ Click **Next Form**.

The next form in the list is displayed on the right.

❏ Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.
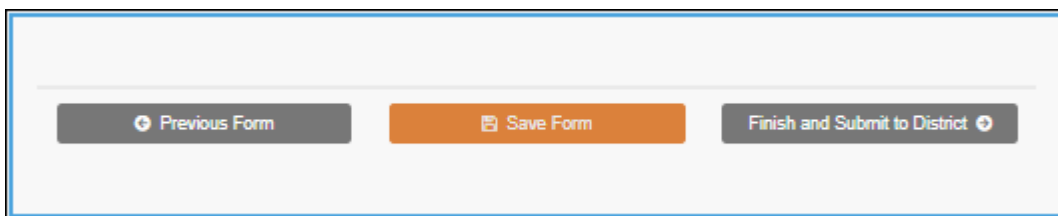
- If you are not ready to complete a form, click **Save Form** to save any data entered so far.

- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.

- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.
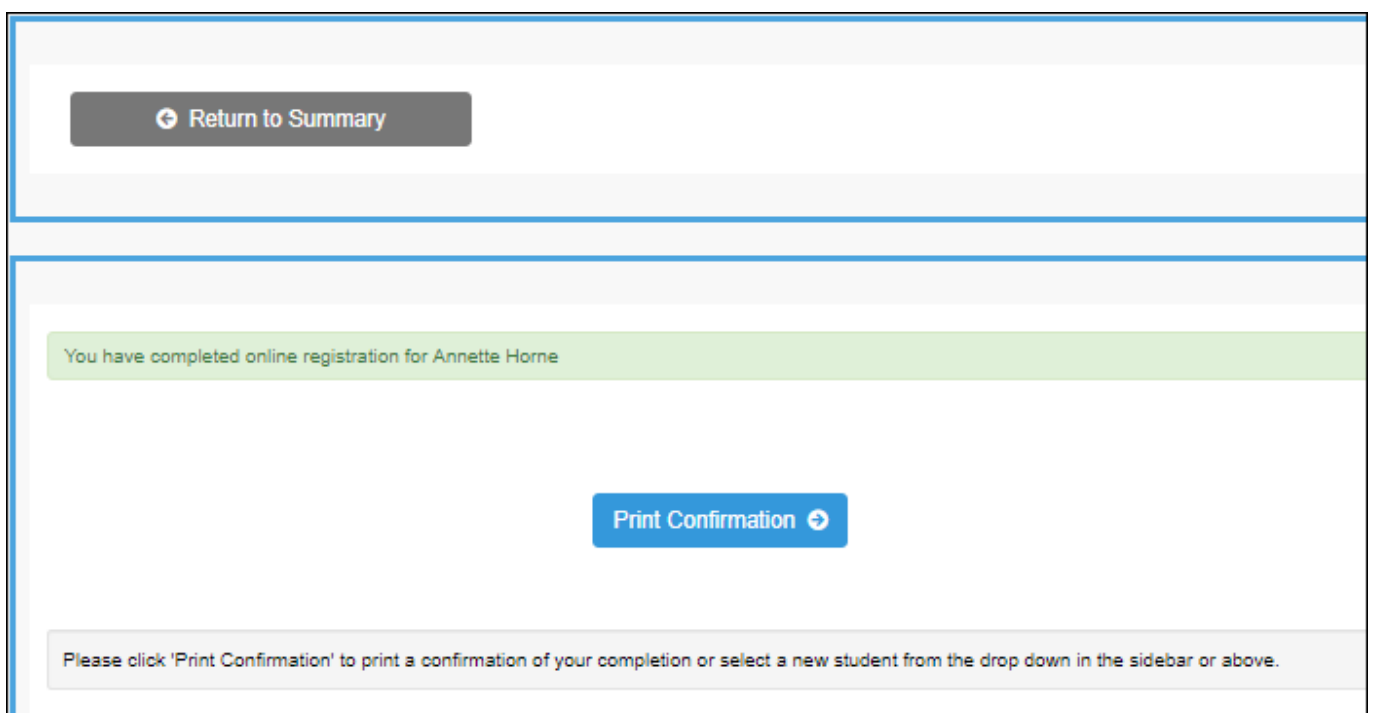
When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.

❑ Click **Finish and Submit to District**.

The final page opens allowing you to print a confirmation for your records.

❏ Click **Print Confirmation**.

A page opens in a new window which lists the dates on which each form was completed.

Print this page for your records, then click **Close Window**.

Edit Data:

❏ To update data you already entered, return to the form, type over existing data, and submit the form again.

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