



ASCENDER GUIDES



enroll_new_student_step4

Table of Contents

Any existing students added to your account are listed.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

Student Information

Student Name	Edit Data	Remove
Barry Gibb Holland	Enter Student Info.	Remove

Selected Student:
Select a new student student list above.

Click **Enter Student Info** for the student.

Fields are displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

Student Information

Selected Student: Barry Gibb Holland [Choose Another Student](#)

Address Information

Select an address for this student:

1010 second street ▼

[RETURN TO STEP 3](#) Click here to add or edit an address.

Select your contact(s) below.

Select	Name	Primary Contact?
<input checked="" type="checkbox"/>	BRENDA HOLLAND	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	GERALD HOLLAND	<input type="radio"/>

[RETURN TO STEP 3](#) Click here if you need to add or edit a contact.

First Name: Barry

Middle Name: Gibb

Last Name: Holland

[Cancel](#) [Save and Submit later](#) or [Save](#)

<p>Address Information</p>	<p>Select an address for the student from the drop-down list. These are the addresses entered in Step 3.</p> <p>If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Address Information</p> <p>Select an address for this student:</p> <p>1010 second street ▼</p> <p>RETURN TO STEP 3 Click here to add or edit an address.</p> </div>									
<p>Contact Information</p>	<p>Select contacts for the student from those entered in Step 3:</p> <ul style="list-style-type: none"> • From the list of contacts, select up to four who should be listed as contacts for the student. • Of those selected as contacts, select the Primary Contact option for the <u>one</u> who is the student's primary contact. <p>If you need to add another contact, you can click Return to Step 3 to add another contact, and then return to Step 4.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Select your contact(s) below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Select</th> <th style="width: 60%;">Name</th> <th style="width: 25%;">Primary Contact?</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>BRENDA HOLLAND</td> <td style="text-align: center;"><input checked="" type="radio"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>GERALD HOLLAND</td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table> <p>RETURN TO STEP 3 Click here if you need to add or edit a contact.</p> </div>	Select	Name	Primary Contact?	<input checked="" type="checkbox"/>	BRENDA HOLLAND	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	GERALD HOLLAND	<input type="radio"/>
Select	Name	Primary Contact?								
<input checked="" type="checkbox"/>	BRENDA HOLLAND	<input checked="" type="radio"/>								
<input checked="" type="checkbox"/>	GERALD HOLLAND	<input type="radio"/>								

student demographic information

Enter student demographic data in the fields provided.

Student Information

Selected Student: Barry Gibb Holland [Choose Another Student](#)

First Name	Barry
Middle Name	Gibb
Last Name	Holland
Generation	<input type="text"/>
Nickname	<input type="text"/>
Date of Birth	01/19/2004
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Student Email Address	barry@email.com
Student Cell Phone	(555) 324-9329
SSN	390-48-3295
Hispanic/Latino	<input checked="" type="radio"/> No <input type="radio"/> Yes
American Indian/Alaskan Native	<input checked="" type="radio"/> No <input type="radio"/> Yes
Asian	<input checked="" type="radio"/> No <input type="radio"/> Yes

[Cancel](#)
[Save and Submit later](#) or [Save and Continue](#)

You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

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.

Form Uploads

Proof of Residency Document <small>(Upload of your Proof of Residency information)</small>	Document (-)
Driver License Document <small>(Upload of your Driver License information)</small>	Document (-)
Birth Certificate Document <small>(Upload of your Birth Certificate information)</small>	Document (-)
Immunizations Document	Document (-)

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

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

- If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign) **Document (-)**.

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**. The Step 5 - Enrollment Forms page opens.

Or, click **Save and Submit 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.





Back Cover