



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.

1 Step 1
Enrollment Overview

2 Step 2
Enrollment Key

3 Step 3
Addresses & Contacts

4 Step 4
Student Information

5 Step 5
Enrollment Forms

6 Step 6
Final Steps

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

Middle Name

Last Name

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

Address Information	<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 data-bbox="316 331 922 562"> <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>									
Contact Information	<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 data-bbox="316 936 1193 1238"> <p>Select your contact(s) below.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Name</th> <th>Primary Contact?</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>BRENDA HOLLAND</td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>GERALD HOLLAND</td> <td><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.

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