



ASCENDER GUIDES



enroll_new_student_step4

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Any existing students added to your account are listed.

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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.

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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

Select an address for the student from the drop-down list. These are the addresses entered in **Step 3**.

If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4.

Contact Information

Select contacts for the student from those entered in **Step 3**:

- 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 one who is the student's primary contact.

If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4.

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

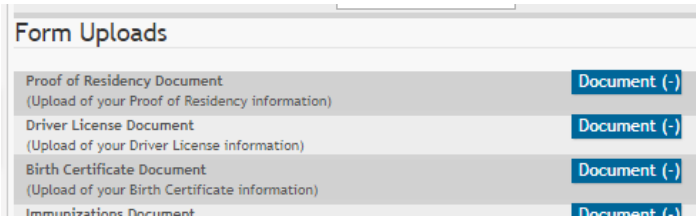
student demographic information

Enter student demographic data in the fields provided.

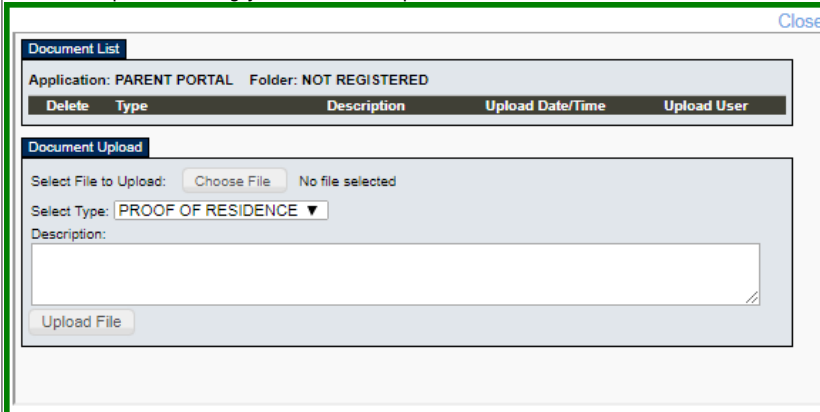
You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

attach document 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.



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.

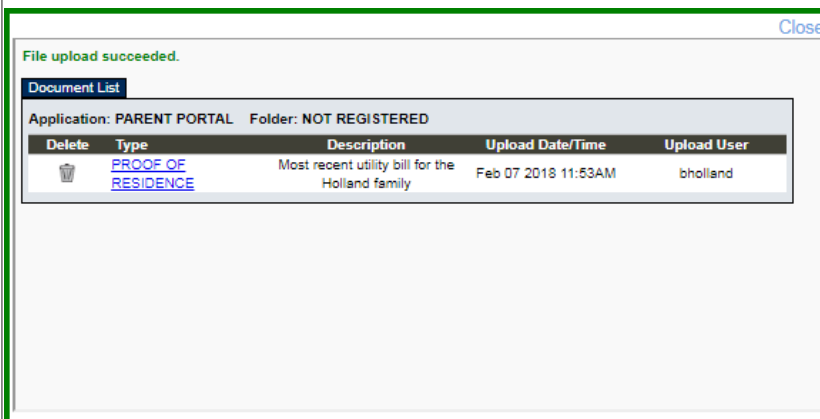
The following file types are acceptable:

- 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 (-)**.

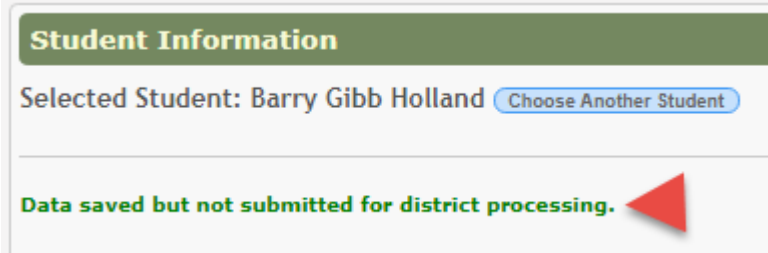
View or delete an existing document:

Click **Documents(+)**.

• Click the document to view it.


Click **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.



Student Information

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

Data saved but not submitted for district processing. 



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