



ASCENDER GUIDES



**enroll\_new\_student\_step5**



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### Under Downloadable Enrollment Forms:


Any additional forms required by the campus or district are listed.


1. Click each form to view it. The form opens in a new window where it can be viewed and printed.
2. Print and complete all forms by hand, and take the completed forms to the campus or district.

### Under Standard Enrollment Forms:

The required standard forms are listed. These forms can be completed and submitted online.

Icons next to the form name indicate if you have completed the form:

 - Indicates that the parent has not submitted the form.


 - Indicates that the parent has already submitted the form.

Click each form to view it. The form opens in a pop-up window.

Enter the required information and click **Save Changes**. You may need to scroll down in the pop-up window to access the **Save Changes** button.

### You cannot save a form unless all required data is entered.

Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the parent clicks **Save Changes** to acknowledge the contents of the form.

A message in the pop-up window indicates that the changes were saved. Click  to close the window.

For a saved form, the icon changes from  to .

Until all forms are saved, the **Submit to District** button remains disabled. (You may need to scroll down to view the **Submit to District** button.)

Click **Submit to District** when all data and forms are ready.

Once you click **Submit to District**, the student's enrollment information is submitted to the district for review and acceptance, and a check mark and date are displayed on Step 6 in the **Submitted to District** column.



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