



ASCENDER GUIDES



**enroll\_new\_student\_step5**



# Table of Contents



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

### Downloadable Enrollment Forms

- School Supply List
- School Uniform Guidelines

### Standard Enrollment Forms

- [Ethnicity and Race Data Questionnaire](#) ⓘ  
Read the form carefully and complete the form with the best possible information.
- [Falsification of Documents & Identity Verification](#) ⓘ  
Read the form carefully and complete the form with the best possible information.
- [FERPA and Directory Information Notice](#) ⓘ  
Read the form carefully and complete the form with the best possible information.
- [Food Allergy Disclosure](#) ⓘ  
Read the form carefully and complete the form with the best possible information.
- [History of School Attendance - Secondary](#) ⓘ  
Read the form carefully and complete the form with the best possible information.

#### 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 if required.

#### 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.



## Back Cover