



**parentportal\_campus\_review\_accept\_data\_changes**



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**ASCENDER ParentPortal - Campus: Review & Accept Data Changes Quick Checklist****NOTE: These steps are completed in ASCENDER Registration.**

✓ Step	Completion Date	Completed By	Notes
<b>Review and Accept Pending Data Change Requests</b>			
Monitor the Pending Updates tab for data change requests.			
Accept or reject the data or forms. <ul style="list-style-type: none"> <li>• Standard forms are accepted/rejected as a whole.</li> <li>• For dynamic forms, you can accept/reject individual data fields.</li> </ul>			
Enter comments for any change you reject.			
<b>Review and Accept Pending Returning Student Registration Forms</b>			
Monitor the Forms tab for submitted forms. <ul style="list-style-type: none"> <li>• Select the current year to view data change requests for the current school year.</li> <li>• Select the next year forms to view registration forms for the upcoming school year.</li> </ul>			
Record the date for any hand-delivered forms.			
<b>Run Reports</b>			
Run SRG0700 - Student Missing Forms.			
Run SRG0710 - Standard Forms (Home Language Survey) report.			
Run SRG0720 - Online Registration Forms Related Reports.			
Run SRG0730 - Percentage of Forms Submitted per Campus.			
Run SRG2300 - Student Information Request.			



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