ASCENDER PARENT PORTAL

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS



# New Student Enrollment (Inscripción de estudiante nuevo)

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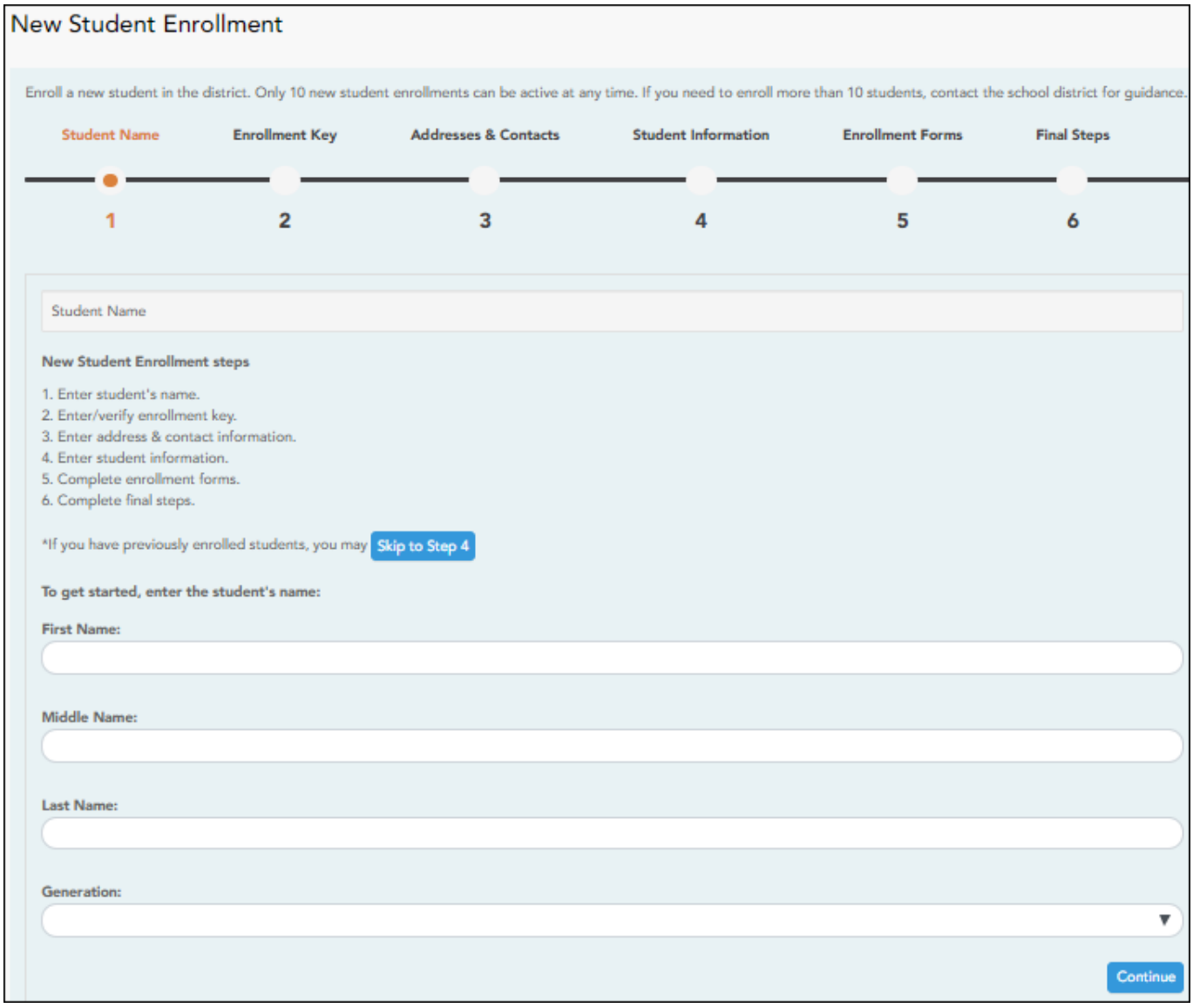
# New Student Enrollment

***ASCENDER ParentPortal > My Account > New Student Enrollment***

The New Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request an enrollment key which will allow you to complete the New Student Enrollment process.

## Step 1 - Student Name:

❑ Enter the student's full name and click **Continue**.

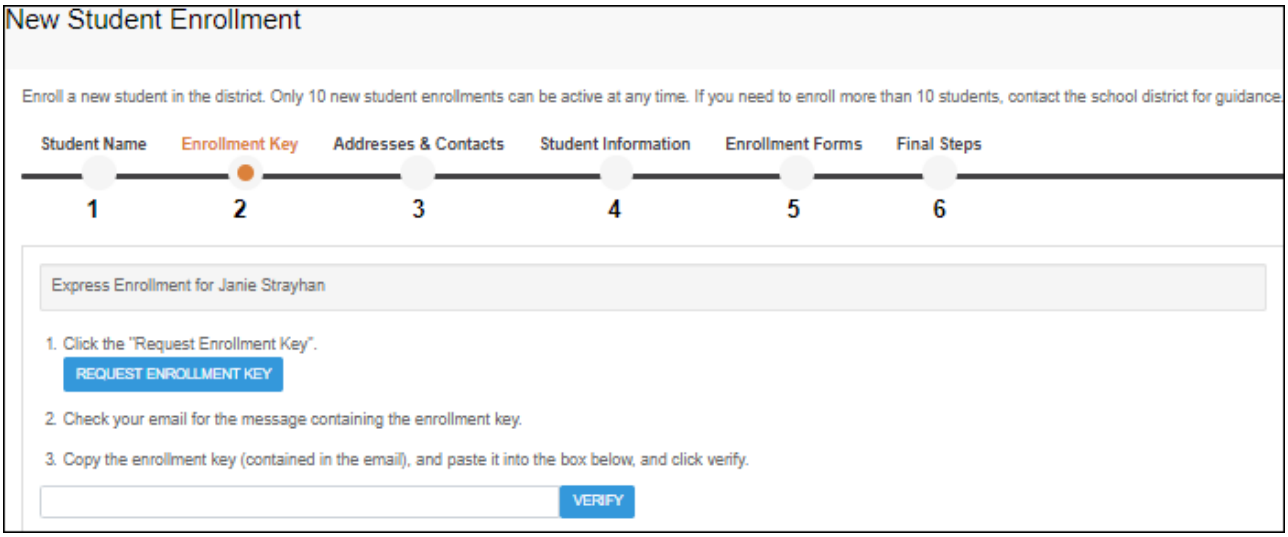



## Step 2 - Enrollment Key:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- Option 1 - Email Validation

  For this option, an enrollment key is sent to you in an email message.




Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

❑ Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student.

A message is sent to your email address that contains the new 16-character student enrollment key.

❑ Check your email inbox for the message that contains the enrollment key.

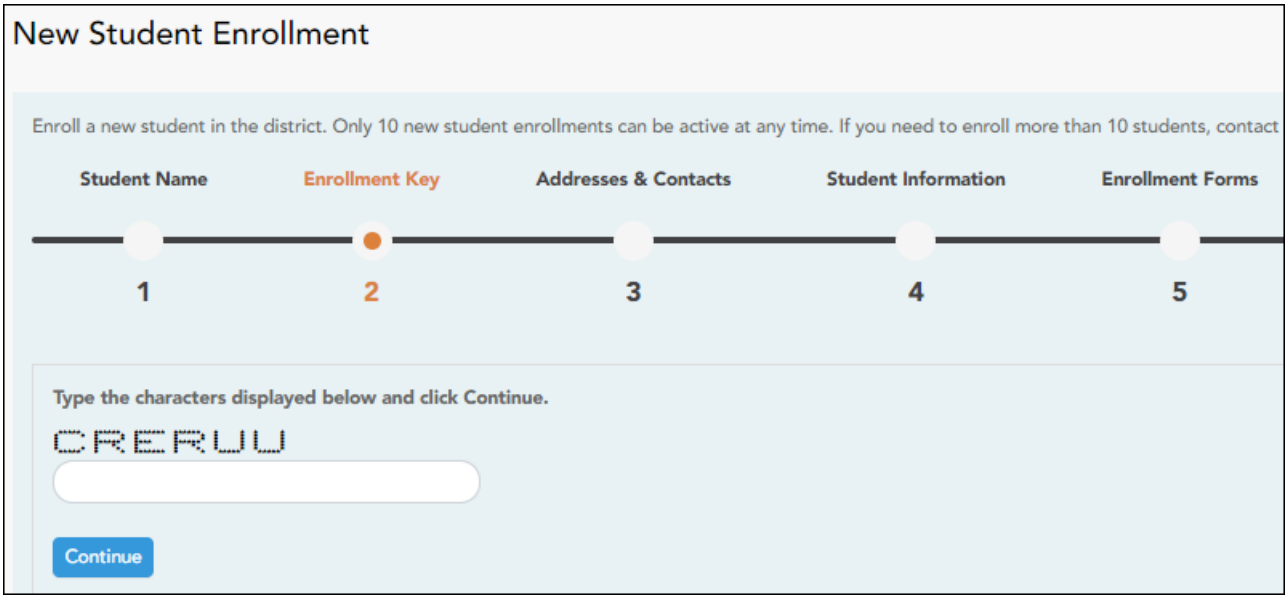
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|---|---|
| **Enrollment Key** | You must enter the exact enrollment key in order to complete the enrollment process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field. |

❑ Click **VERIFY**.

If you typed the enrollment key correctly, the message “Your key has been created and verified!” is displayed.

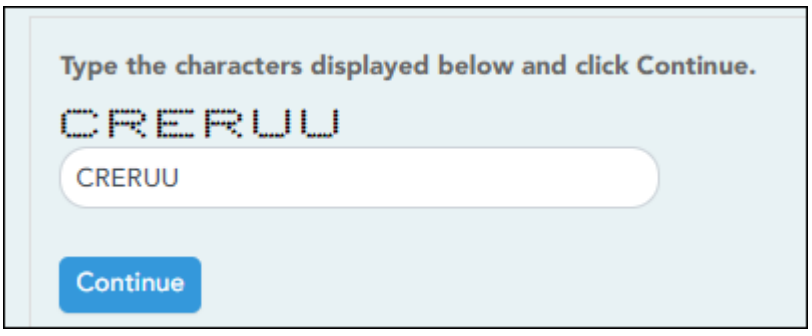
- Option 2 - CAPTCHA Validation

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:



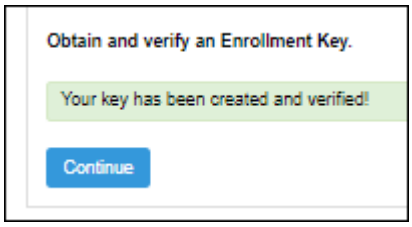

This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

❑ Type the CAPTCHA code exactly as it appears on the page.




❑ Click **Continue**.

If you typed the CAPTCHA code correctly, the message “Your key has been created and verified!” is displayed.



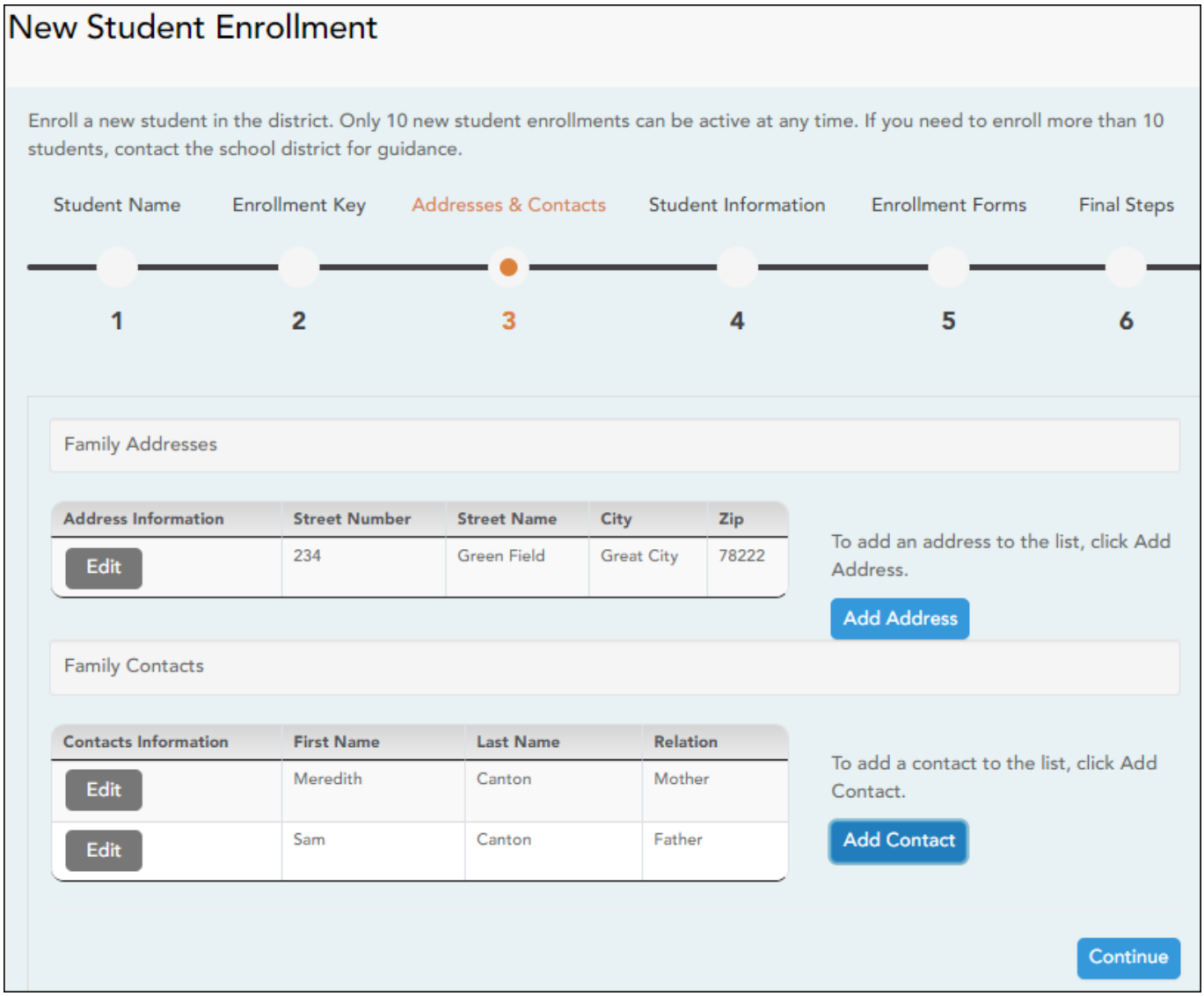

Also, the parent will receive an enrollment key by email. The parent should save this information for his records.

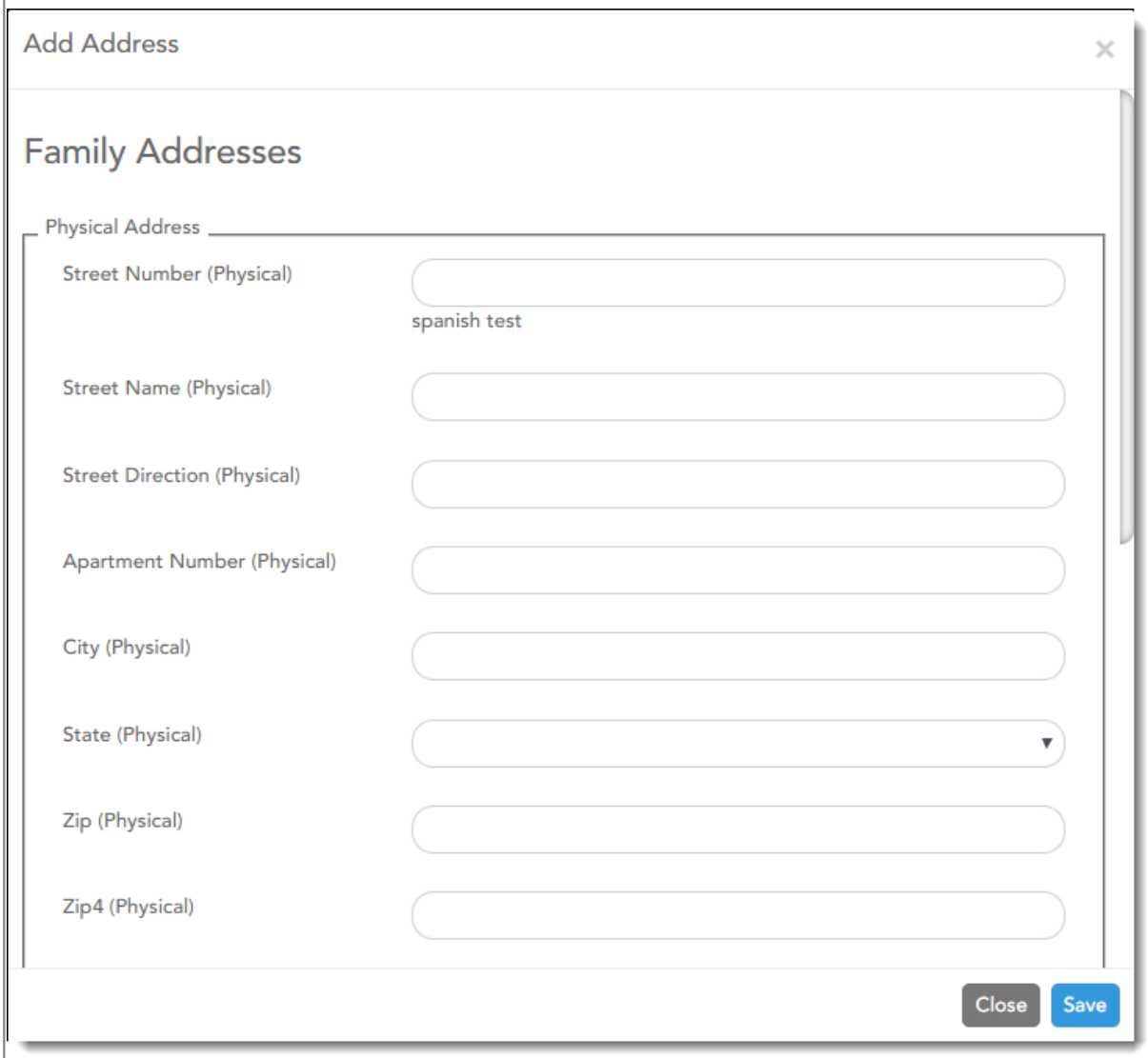
❑ Click **Continue**.

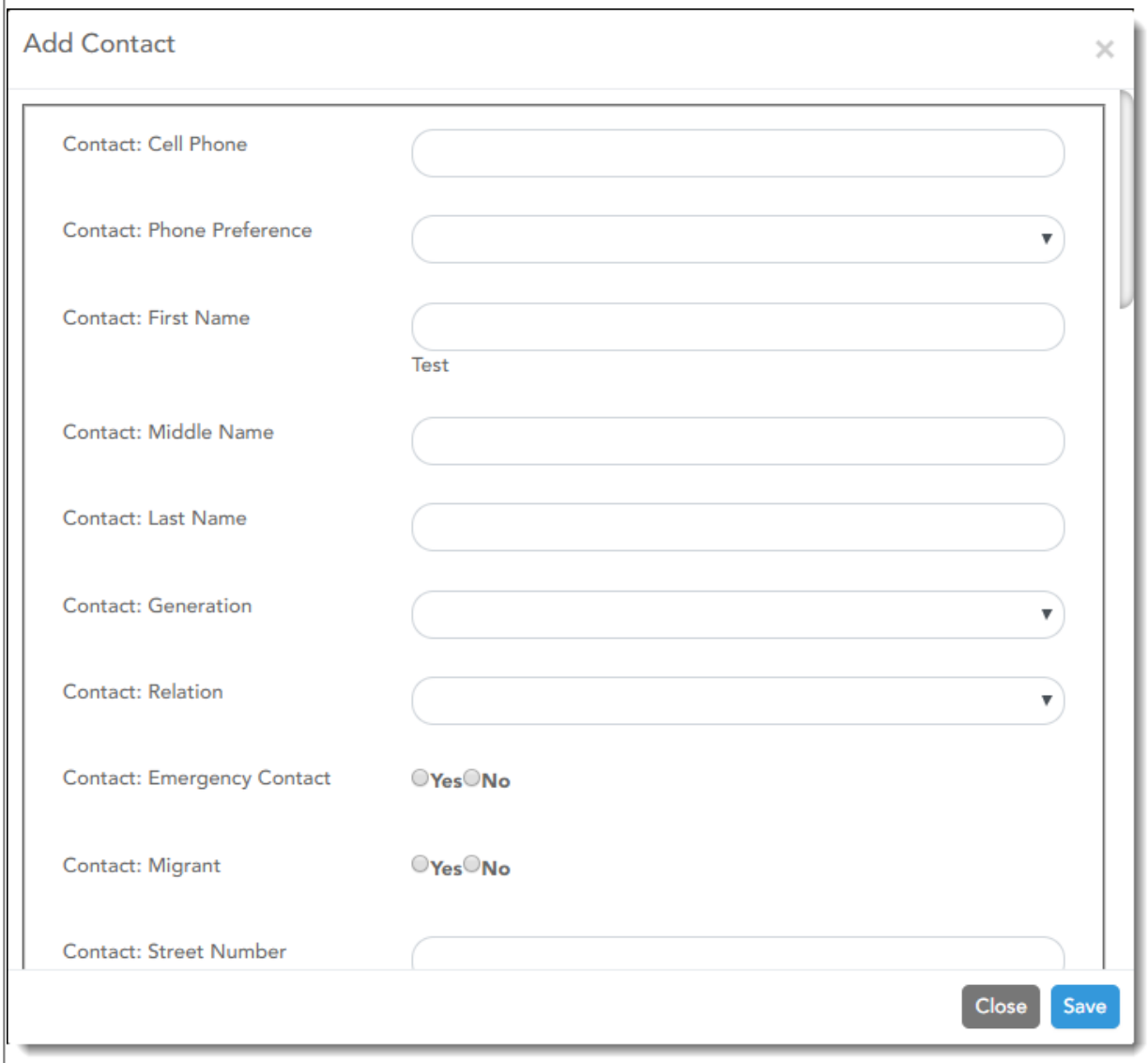
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## Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.


New Student Enrollment
Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.
Student Name
Enrollment Key
Addresses & Contacts
Student Information
Enrollment Forms
Final Steps
1
2
3
4
5
6
Family Addresses
Address Information
Street Number
Street Name
City
Zip
Edit
234
Green Field
Great City
78222
To add an address to the list, click Add Address.
Add Address
Family Contacts
Contacts Information
First Name
Last Name
Relation
Edit
Meredith
Canton
Mother
Edit
Sam
Canton
Father
To add a contact to the list, click Add Contact.
Add Contact
Continue

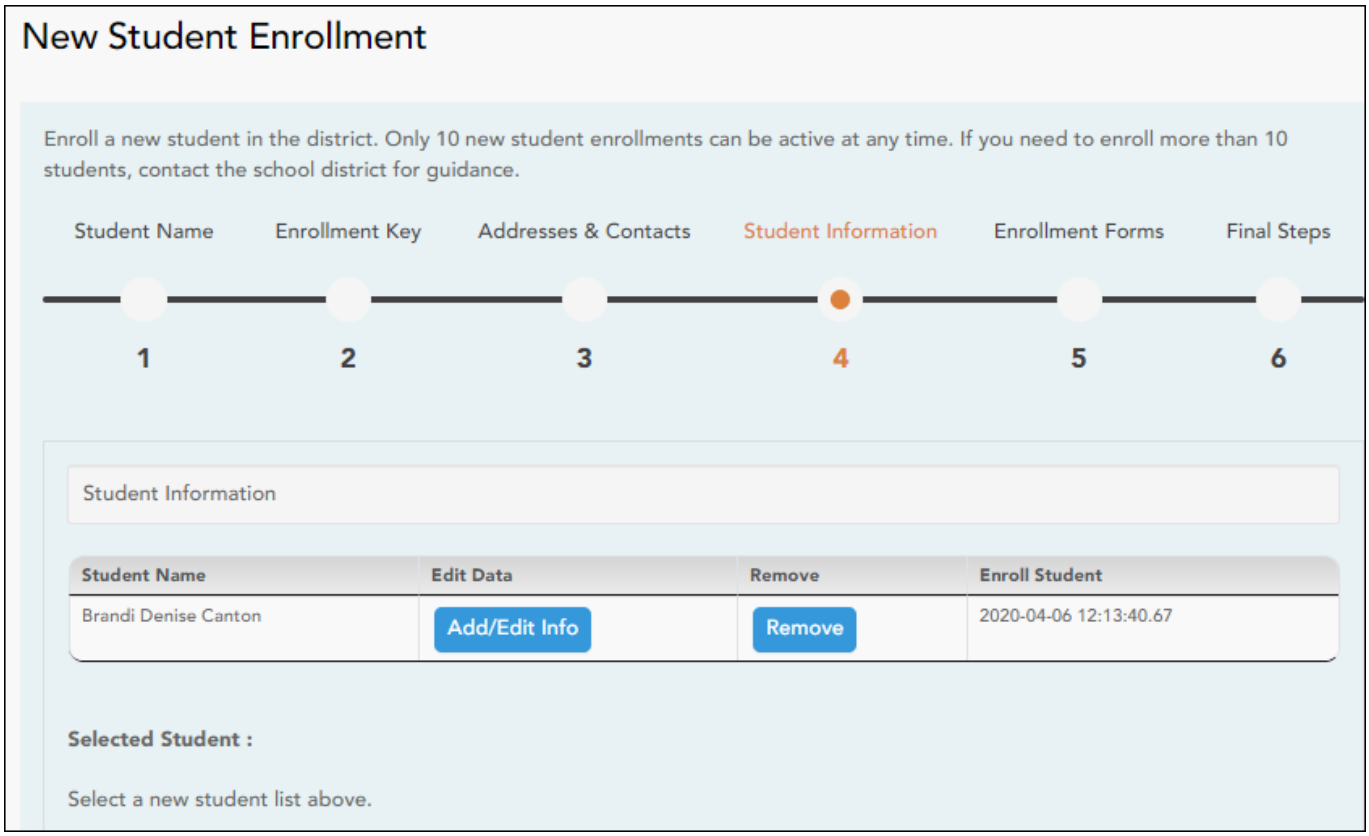
| | |
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| **Family Addresses** | Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.<br><br>**Add address:**<br>❑ Click **Add Address** to add an address.<br>The Add Address window opens.<br><br><br><br><br>❑ Type the complete address in the fields provided.<br><br>❑ Click **Copy** to copy data from the **Physical Address** fields to the **Mailing Address** fields if applicable.<br><br>❑ Click **Save**.<br><br>**Edit address:**<br>❑ Click **Edit** next to the address to edit an existing address.<br>The Add Address window opens.<br>❑ Update the fields as needed.<br><br>❑ Click **Save**. |

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| **Family Contacts** | Existing contact information for all of the student's family and emergency contacts. Add up to seven contacts as needed.<br><br>**Add a contact:**<br>❑ Click **Add Contact** to add a contact.<br>The Add Contact window opens.<br><br><br><br><br>❑ Enter data in the fields, including the contact's complete name and address.<br><br>❑ Click **Save**.<br><br>❑ Add additional contacts as needed.<br><br>**Edit a contact:**<br>❑ Click **Edit** next to the contact's name.<br>The Add Contact window opens.<br><br>❑ Update the fields as needed.<br><br>❑ Click **Save**. |

❑ Click **Continue**.

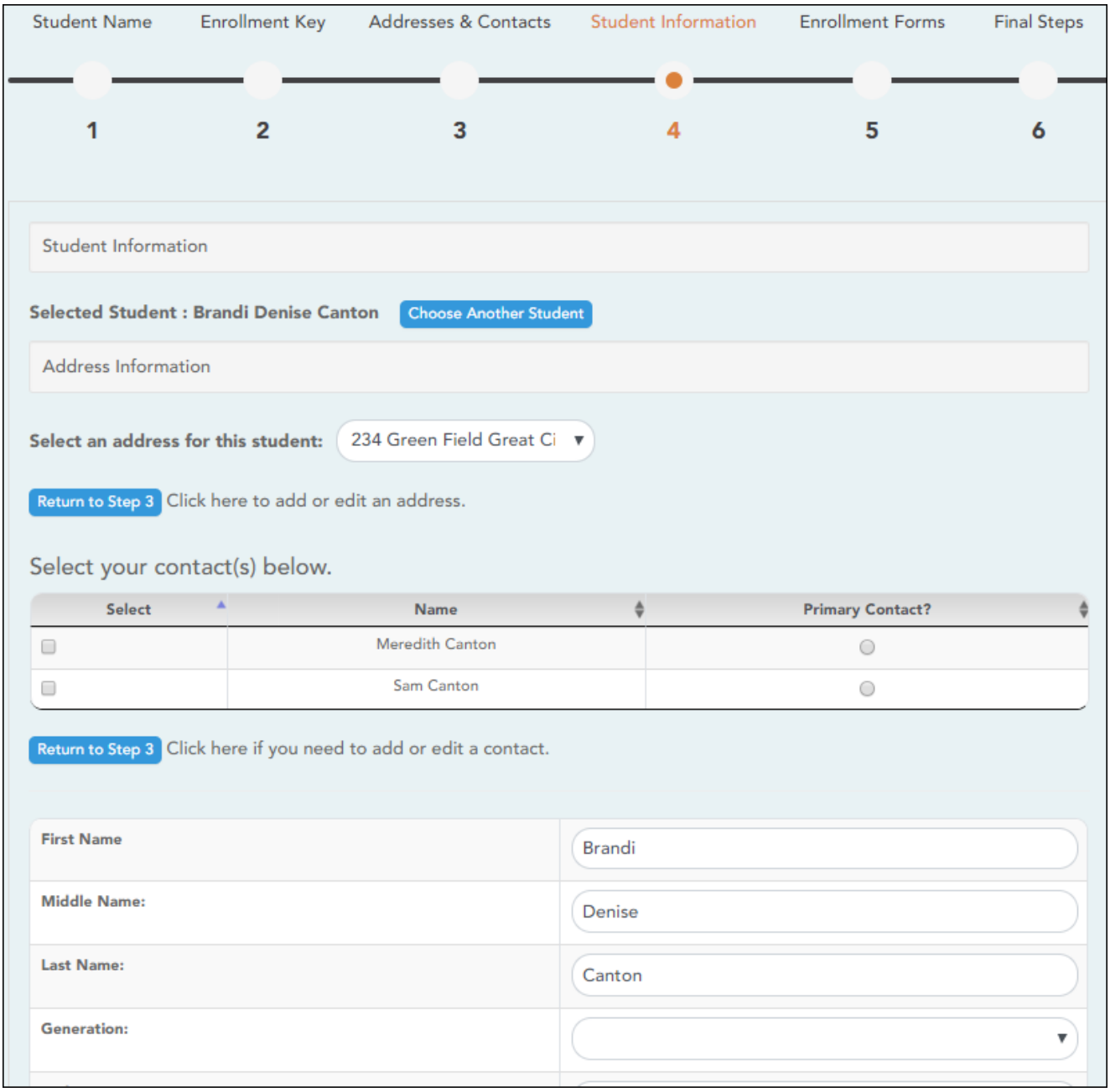
## Step 4 - Student Information:

Any existing students added to your account are listed.




❑ Click **Add/Edit Info** for the student.

The page is re-displayed allowing you to select the student's address and contacts and enter additional information for the selected student.




| | |
|---|---|
| **Student Information** | The name of the selected student is displayed. Click **Choose Another Student** to enter data for a different student. |
| **Address Information** | Select an address for the student from the drop-down list. These are the addresses entered in Step 3.<br><br>If you need to add another address, you can click **Return to Step 3** to add another address, and then return to Step 4. |
| **Select your contact(s) below** | Select contacts for the student from those entered in Step 3:<br>• From the list of contacts, select up to seven who should be listed as contacts for the student.<br>• Of those selected as contacts, select **Primary Contact** for the one who is the student's primary contact.<br><br>If you need to add another contact, click **Return to Step 3** to add another contact, and then return to Step 4. |
| **student demographic information** | Enter student demographic data in the fields provided. |

**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.

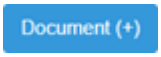
A window opens allowing you select and upload one or more files.

| | |
|---|---|
| **Document Upload** | Click **Choose File**. Locate and select the file to be uploaded.<br><br>The following file types are acceptable:<br>• PDF<br>• Text: .txt<br>• Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx<br>• Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff<br>• Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv<br>• Audio: .wav<br>• Zipped: .zip |
| **Description** | Type a description of the file you are uploading. |

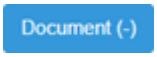
❑ Click **Upload File**.

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).



- If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign).

**View or delete an existing document:**

❑ Click **Documents(+)**.

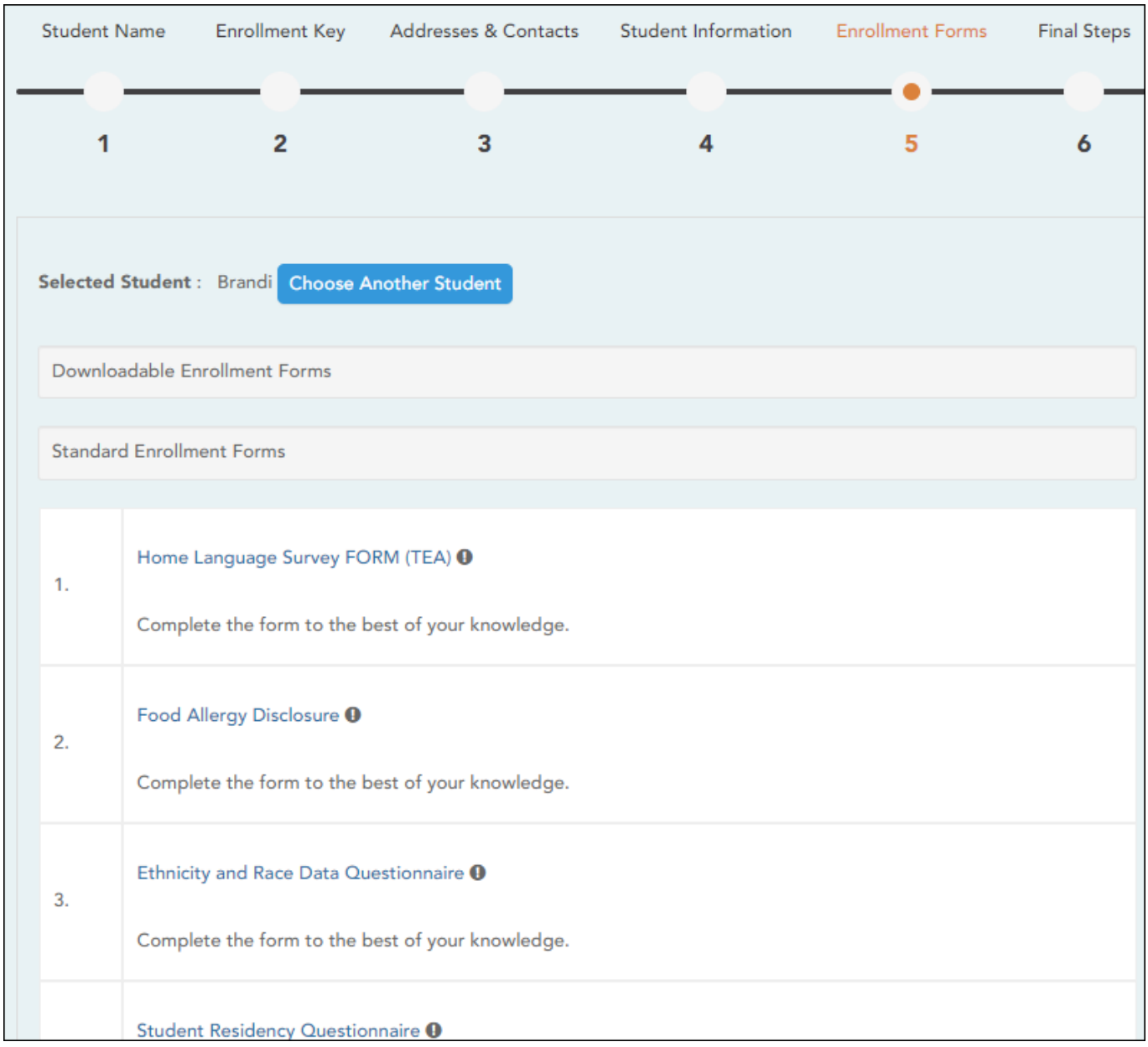
• Click the document to view it.
• Click next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

❑ Click **Save and Continue**.

❑ Or, click **Save and Continue 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.

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## Step 5 - Enrollment Forms:




❑ Under **Downloadable Enrollment Forms:**

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

(If you are unable to submit forms online, they can be printed: Download Standard Forms (optional):)

❑ Click each form to view it. The form opens in a new window where it can be viewed and printed.

❑ 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 saved the form.
- Indicates that the parent has already saved 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 cannot save a form unless all required data is entered.**

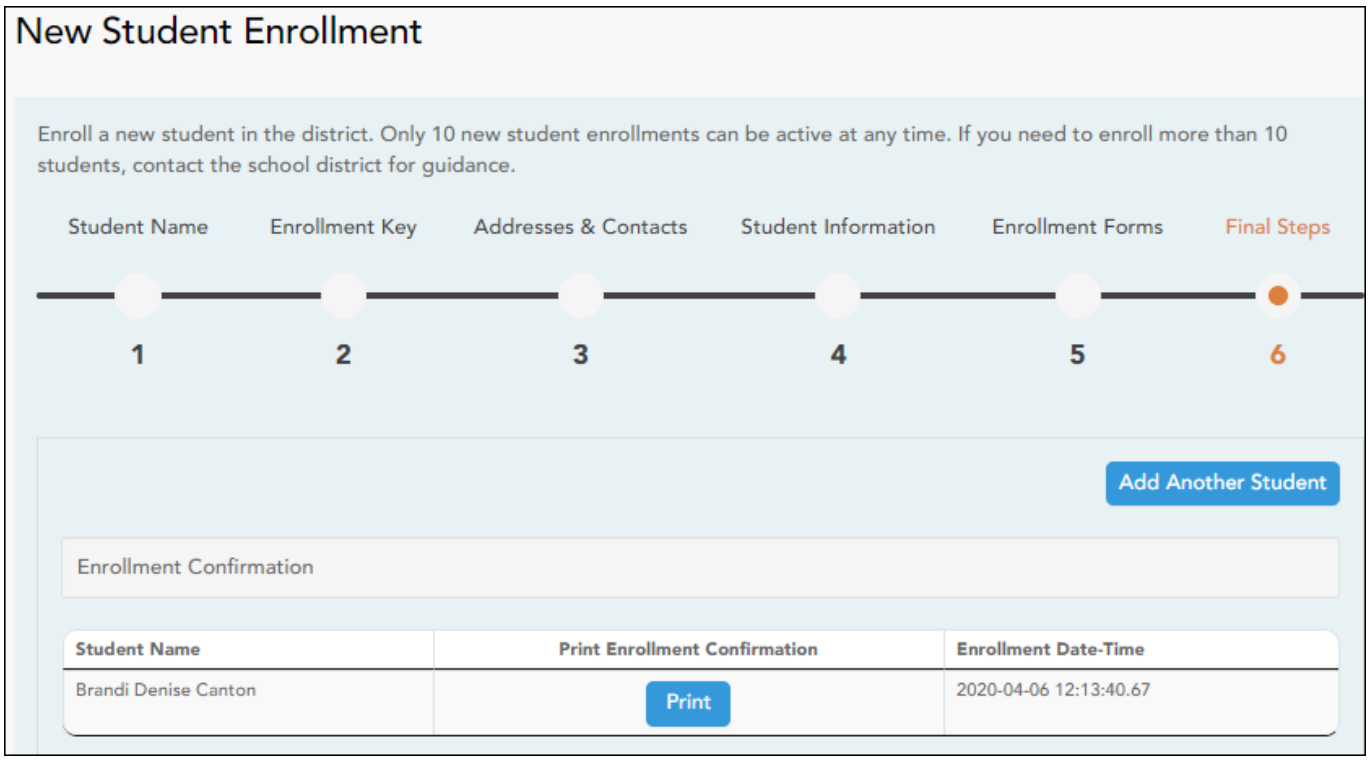
**NOTE:** Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the click **Save Changes** to acknowledge the contents of the form.

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

❑ Click **Enroll Student** when all data and forms are ready.

The student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

## Step 6 - Final Steps:




❑ Click **Add Another Student** if you need to enroll another student, and repeat the process from Step 1.

**Under Enrollment Confirmation:**

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.
- If his enrollment has successfully been submitted to the district, the submission date-time stamp is displayed.

❑ (Optional) Click **Print** to print a confirmation message for each enrolled student.

The message contains the student's name, student enrollment key, and further instructions for your records.

## What Happens Next?

**Visit in person:**

To complete the enrollment process, it may be necessary to go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.

**Receive a ParentPortal ID:**

Once the district or campus has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your **My Account** page under **Students**.

# Inscripción de estudiante nuevo

***ASCENDER ParentPortal > Mi cuenta > Inscripción de estudiantes nuevo***

The New Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request an enrollment key which will allow you to complete the New Student Enrollment process.

### Paso 1 - Nombre del estudiante:

❑ Escriba el nombre completo del estudiante y haga clic en Continuar.

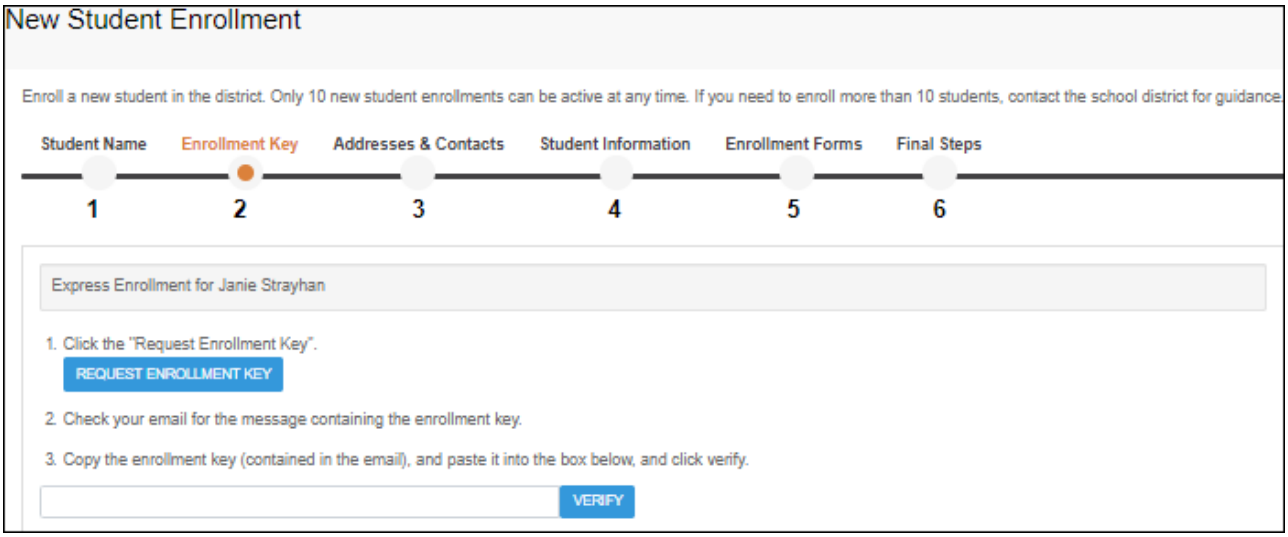
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### Paso 2 - Clave de inscripción:

Hay dos métodos posibles para solicitar una clave de inscripción. Una de las siguientes opciones estará disponible, según lo determine el distrito.

- Opción 1 - Validación de correo electrónico

  En esta opción se le envía una clave de inscripción en un mensaje de correo electrónico.




Una vez que obtenga la clave, puede capturarla en esta página para completar el proceso. Para hacerlo, siga estos pasos:

❑ Haga clic en **SOLICITAR CLAVE DE INSCRIPCIÓN** para solicitar una clave de inscripción para su estudiante.

Se enviará un mensaje a su dirección de correo electrónico con la nueva clave de inscripción del estudiante, que tendrá 16 caracteres.

❑ Busque en la bandeja de entrada de su correo electrónico el mensaje que contiene la clave de inscripción.

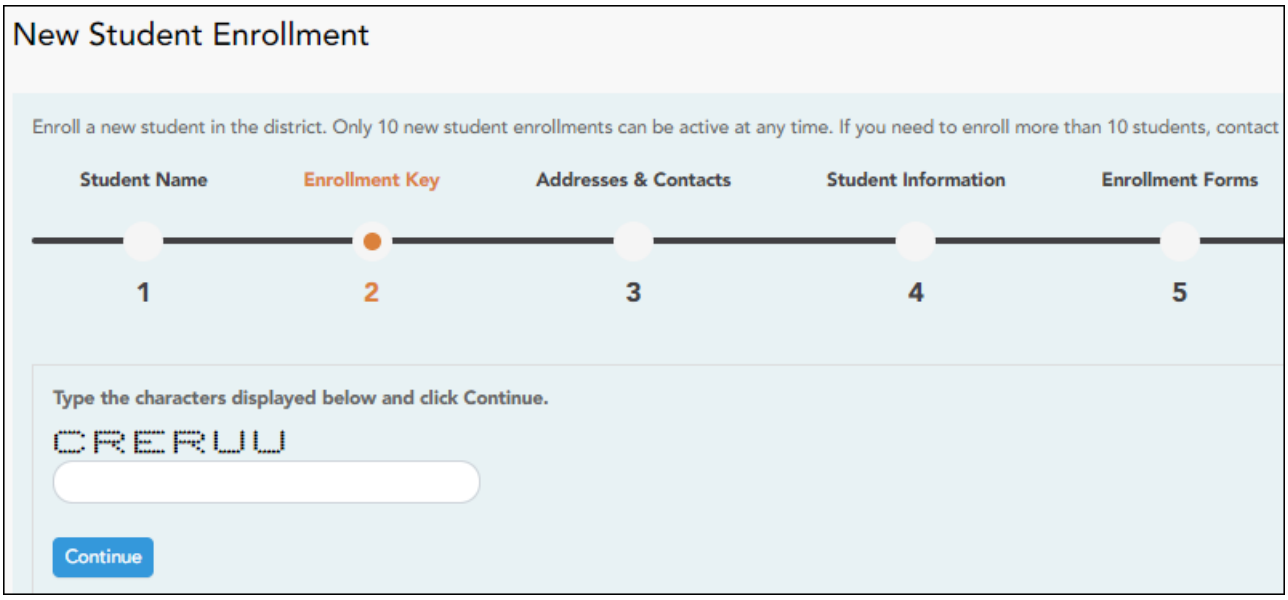
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|---|---|
| **Clave de inscripción** | Debe capturar la clave de inscripción exacta para completar el proceso de inscripción. La manera más fácil de capturar el código correctamente es copiarlo del mensaje de correo electrónico y pegarlo en el cuadro. |

❑ Haga clic en **VERIFICAR**.

Si capturó correctamente la clave de inscripción, aparecerá el mensaje “¡Su clave se ha creado y verificado!”.

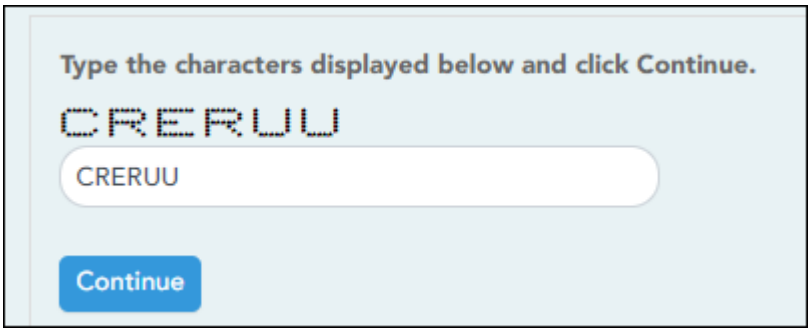
- Opción 2 - Validación con CAPTCHA

Para esta opción, se genera un código cuando captura correctamente el código CAPTCHA. Para hacerlo, siga estos pasos:



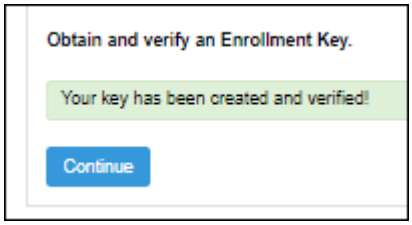

Esta opción generalmente se usa durante un evento de inscripción de corto plazo, como Kinder Roundup.

❑ Escriba el código CAPTCHA tal y como aparece en la página.




❑ Haga clic en **Continuar**.

Si capturó correctamente el código CAPTCHA, aparecerá el mensaje “¡Su clave se ha creado y verificado!”.




Además, el padre/madre recibirá una clave de inscripción por correo. El padre/madre debe guardar esta información para sus registros.

❑ Haga clic en **Continuar**.

## Paso 3 - Direcciones y contactos:

El paso 3 le permite añadir direcciones físicas y postales para el estudiante, los miembros de su familia y otros contactos.

| | |
|---|---|
| **Direcciones de la familia** | Aparecen todas las direcciones existentes del estudiante y sus familiares. Puede capturar varias direcciones en caso necesario.<br><br>**Añadir dirección:**<br>❑ Haga clic en **Añadir dirección** para añadir una dirección.<br>Se abre la ventana Añadir dirección.<br>❑ Capture la dirección completa en los campos provistos.<br><br>❑ Haga clic en **Copiar** para copiar la información **de la dirección física** a **la dirección postal si corresponde**.<br><br>❑ Haga clic en **Guardar**.<br><br>**Editar dirección:**<br>❑ Haga clic en **Editar** junto a la dirección para editar una dirección existente.<br>Se abre la ventana Añadir dirección.<br>❑ Modifique los campos según lo necesite.<br><br>❑ Haga clic en **Guardar**. |

| | |
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| **Contactos familiares** | Información de contacto ya existente para todos los familiares y contactos de emergencia del estudiante. Añada hasta seis contactos, según se necesiten.<br><br>**Añadir un contacto:**<br>❑ Haga clic en **Añadir** contacto para añadir un contacto.<br>Se abre la ventana Añadir contacto.<br>❑ Capture los datos en los campos, incluyendo el nombre completo y la dirección del contacto.<br><br>❑ Haga clic en **Guardar**.<br><br>❑ Añada los contactos adicionales que sean necesarios.<br><br>**Editar un contacto:**<br>❑ Haga clic en **Editar** junto al nombre del contacto.<br>Se abre la ventana Añadir contacto.<br><br>❑ Modifique los campos según lo necesite.<br><br>❑ Haga clic en Guardar. |

❑ Haga clic en **Continuar**.

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## Paso 4 - Información del estudiante:

Aparecen todos los estudiantes existentes que haya añadido a su cuenta.

❑ Haga clic en **Añadir/Editar** información del estudiante.

Se vuelve a mostrar la página, permitiendo seleccionar la dirección y los contactos del estudiante, así como capturar información adicional del estudiante seleccionado.

| | |
|---|---|
| **Información del estudiante** | Se muestra el nombre del estudiante seleccionado. Haga clic en Elegir otro estudiante para capturar información de otro estudiante. |
| **Información de la dirección** | Seleccione una dirección para el estudiante de la lista desplegable. Estas son las direcciones que se capturaron en el paso 3.<br><br>Si necesita añadir otra dirección, puede hacer clic en **Regresar al paso 3** para añadir otra dirección, y luego regrese al paso 4. |
| **Seleccione su(s) contacto(s) abajo** | Seleccione los contactos del estudiante entre los que capturó en el paso 3.<br>• De la lista de contactos, seleccione hasta cuatro que deben aparecer como contactos del estudiante.<br>• De las personas seleccionadas como contactos, seleccione Contacto principal para el que será el contacto principal del estudiante.<br>Si necesita añadir otro contacto, oprima **Regresar al paso 3** para añadir otro contacto, y luego regrese al paso 4. |
| **información demográfica del estudiante** | Capture la información demográfica del estudiante en los campos provistos. |

**Adjuntar un documento:**

Si un campo contiene el botón **Documento**, puede hacer clic en el botón para cargar un archivo relacionado con la inscripción en línea, como un acta de nacimiento, licencia de conducir, historial de vacunación o comprobante de residencia.

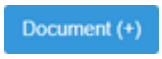
e abre una ventana que le permite seleccionar y cargar uno o más archivos.

| | |
|---|---|
| **Carga de documento** | Haga clic en **Elegir archivo**. Localice y seleccione el archivo que desea cargar.<br><br>Se aceptan los siguientes tipos de archivos:<br>• PDF<br>• Texto: .txt<br>• Aplicaciones de Microsoft: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx<br>• Imágenes: .gif, .jpeg, .jpg, .png, .tif, and .tiff<br>• Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv<br>• Audio: .wav<br>• Comprimidos: .zip |
| **Descripción** | Escriba una descripción del archivo que va a cargar. |

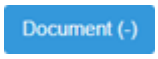
❑ Haga clic en **Cargar archivo**.

Aparece un mensaje que indica que la carga fue exitosa, y se muestran los detalles del archivo.

❑ Haga clic en Cerrar para cerrar la ventana.



- Si ha cargado un documento para un campo en específico, el botón muestra Documentos(+) (con un signo de más).



- Si no se ha cargado un documento para el campo, el botón muestra Documentos(-) (con un signo de menos).

**Ver o borrar un documento existente:**

❑ Haga clic en Documentos(+)**.**

• Haga clic en el documento para visualizarlo.
• Haga clic en junto al documento para borrarlo. Se le pedirá que confirme que quiere borrar el archivo. Haga clic en **OK**.

❑ Haga clic en Guardar y continuar**.**

❑ **O bien, haga clic en** Guardar y continuar después**, si no ha completado toda la información y necesita continuar en un momento futuro. Aparece un mensaje indicando que se han guardado los datos, pero que no se han enviado al distrito para su procesamiento. Puede regresar más adelante para completar el proceso.**

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## Step 5 - Enrollment Forms:

❑ Under Downloadable Enrollment Forms:

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

❑ Click each form to view it. The form opens in a new window where it can be viewed and printed.

❑ 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 saved the form.
- Indicates that the parent has already saved 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 cannot save a form unless all required data is entered.**

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

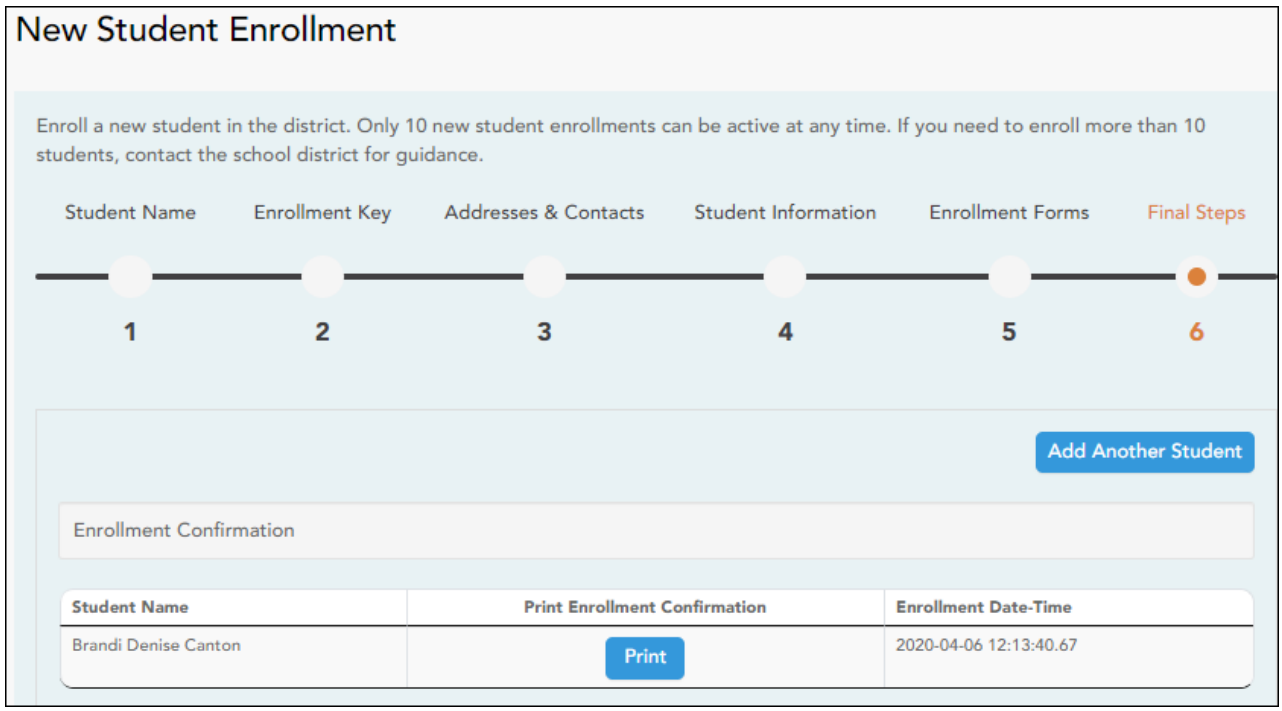
Until all forms are saved, the Enroll Student **button remains disabled. (You may need to scroll down to view the** Enroll Student **button.)**

❑ **Click** Enroll Student **when all data and forms are ready.**

The student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

—-

## Step 6 - Final Steps:




❑ Click Add Another Student **if you need to enroll another student, and repeat the process from Step 1.**

Under Enrollment Confirmation:

**All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.**

- If you have started the enrollment process for the student, the student's name is displayed.
- If his enrollment has successfully been submitted to the district, the submission date-time stamp is displayed.

❑ (Optional) Click Print **to print a confirmation message for each enrolled student.**

The message contains the student’s name, student enrollment key, and further instructions for your records.

—- What Happens Next?

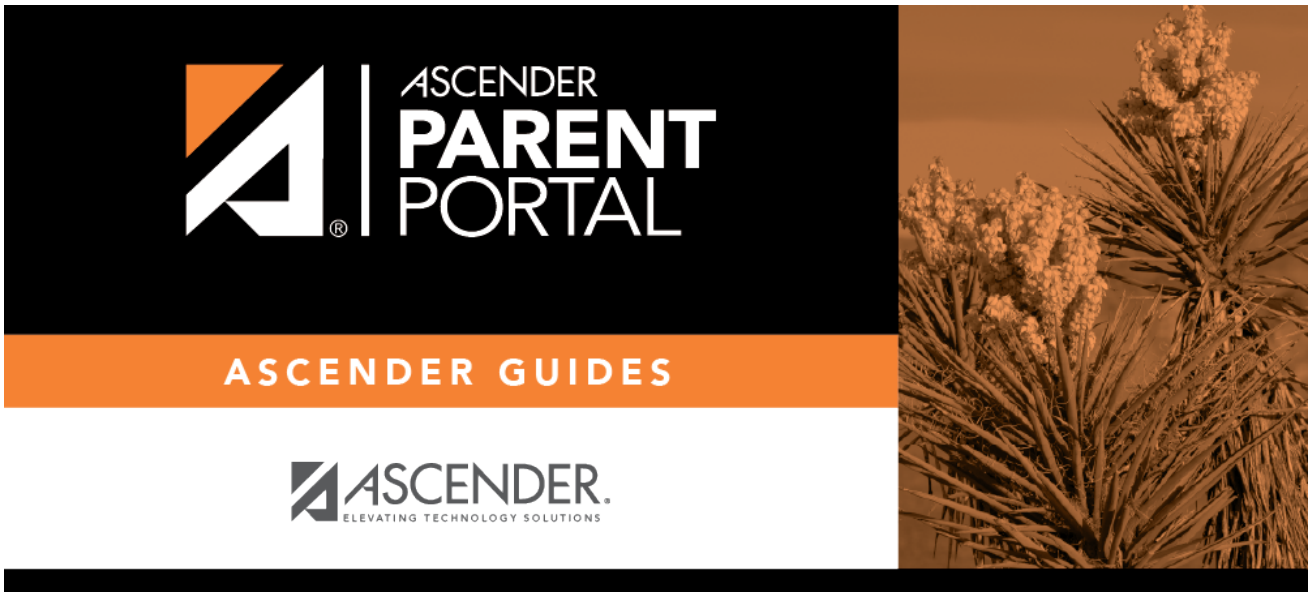
Visit in person:

**To complete the enrollment process, it may be necessary to go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.**

Receive a ParentPortal ID:

**Once the district or campus has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.**

**Once your student is completely enrolled and added to your account, he will be listed on your** My Account **page under** Students**.


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