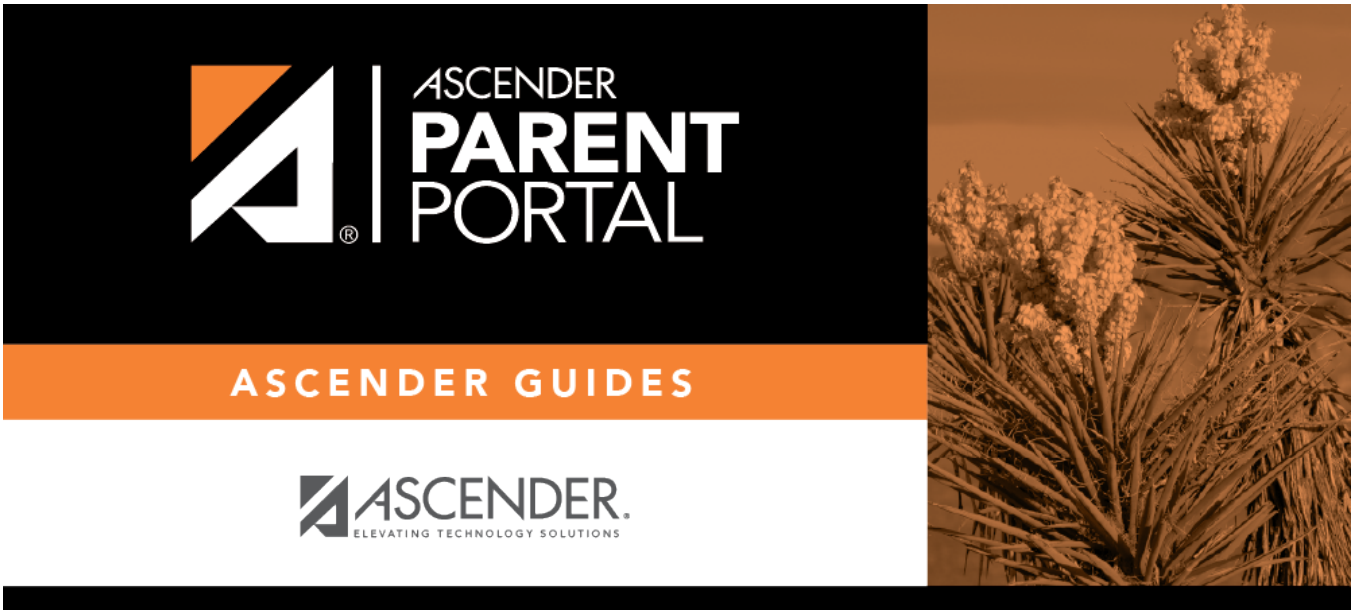

Registration (Registro)

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Online Registration

Campuses typically require enrolled students to re-register each year for the upcoming school year and to complete forms that are required annually. Online registration typically occurs during a range of dates according to district requirements.

Log on to ASCENDER ParentPortal. The Summary page opens. From the Summary page, you can access all of your student's required registration forms.

If you have logged on during the active online registration period, a pop-up window opens. Click X to close the window.

<SCREENSHOT>

You can select **Do not show this again** to disable the pop-up windows.

The district tracks the required registration forms to ensure that they are submitted for all students. Icons are displayed next to the forms to indicate the status of each required form for your student(s):

<SCREENSHOT>

- The red exclamation mark is displayed if the parent has not yet submitted the form. The count of forms requiring the parent's attention is also displayed.
- The green check mark is displayed if the form has been submitted.

To begin:

Click the ***YYYY-YY*** **Registration** button to access the registration forms. (***YYYY-YY*** reflects the upcoming school year.) This button is only displayed when the district has enabled online registration for the upcoming school year.

The online registration wizard opens.

The required forms are listed on the left.

❑ Click **Start Registration**. The first form in the list opens on the right side of the page.

Depending on the form type and district requirements, a form will require one of two actions:

- **View only or download**
- **Review and update**

- **View only or download:** View the form and acknowledge that you have viewed the form. There is no data to enter.
  - For a static form, click **Download Attached Document** to open, save, and/or print the form.
  - For a standard form, the form automatically opens on the right side of the page.
  - By clicking **Next Form**, you are confirming that you viewed the form.

- **Review and update:** Review existing data. Add or update data as needed.
  - For a dynamic form, add or change data. Type over the existing data with new data where applicable.
  - Standard forms must be re-submitted each year. All data must be re-entered.

❑ Click **Next Form**.

The next form in the list is displayed on the right.

❑ Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.

- If you are not ready to complete one or more forms, click **Save for later**.
- If you leave ParentPotal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.

When you have viewed and entered all required data on all required forms, the **Finish** button is displayed.

❑ Click **Finish**.

The final page opens allowing you to print a confirmation for your records.

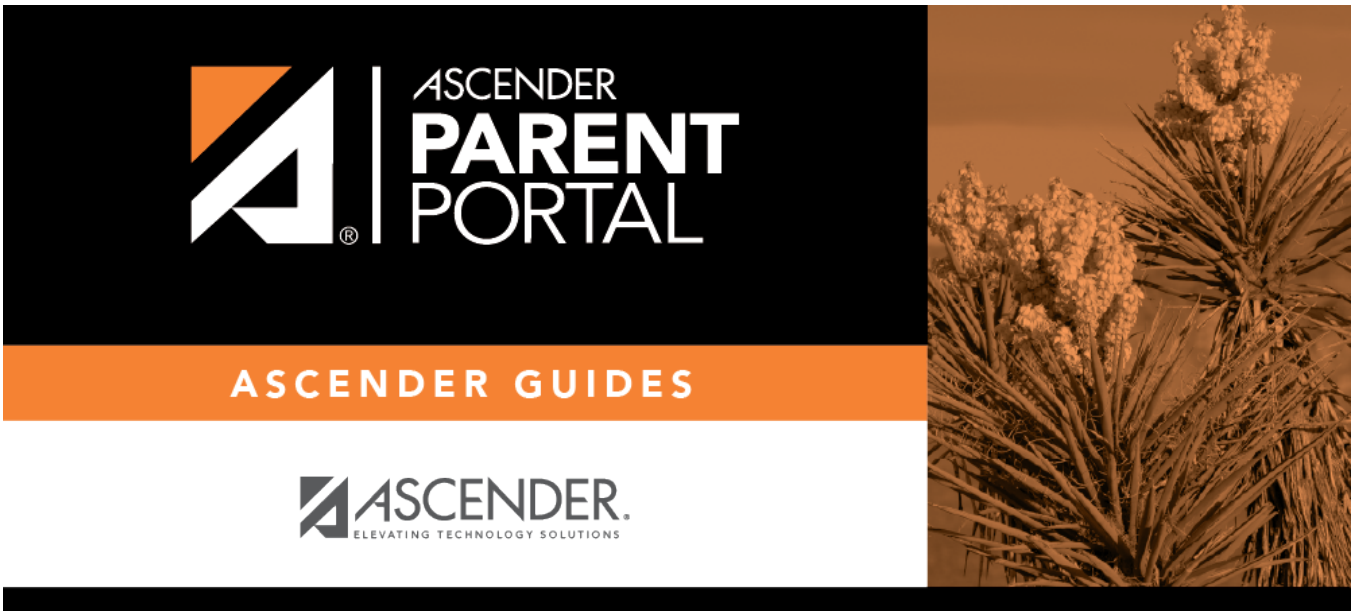
❑ Click **Print Confirmation**.

A page opens in a new window which lists the dates on which each form was completed.

Print this page for your records, then click **Close Window**.

Edit Data:

To update data you already entered, type over existing data and submit the form again.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