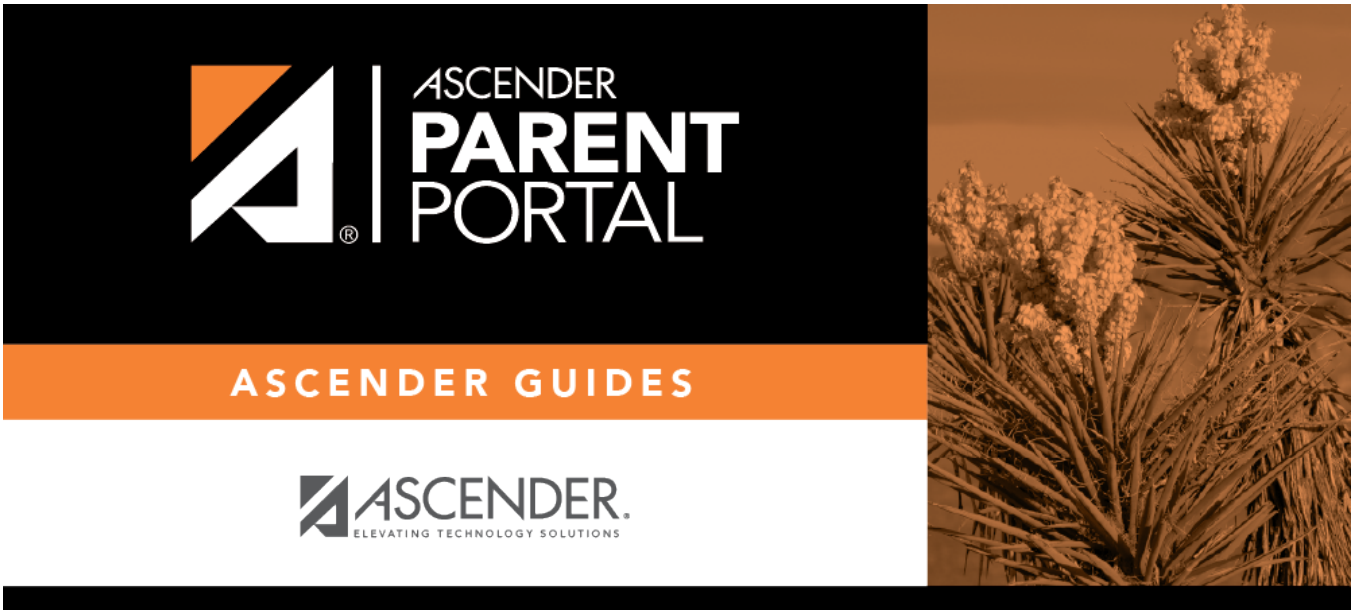


Registration (Registro)

Table of Contents

Online Registration 1

Online Registration

ASCENDER ParentPortal > Summary > Online Registration

❑ Click **Start Registration**.

The first form in the list opens on the right side of the page.

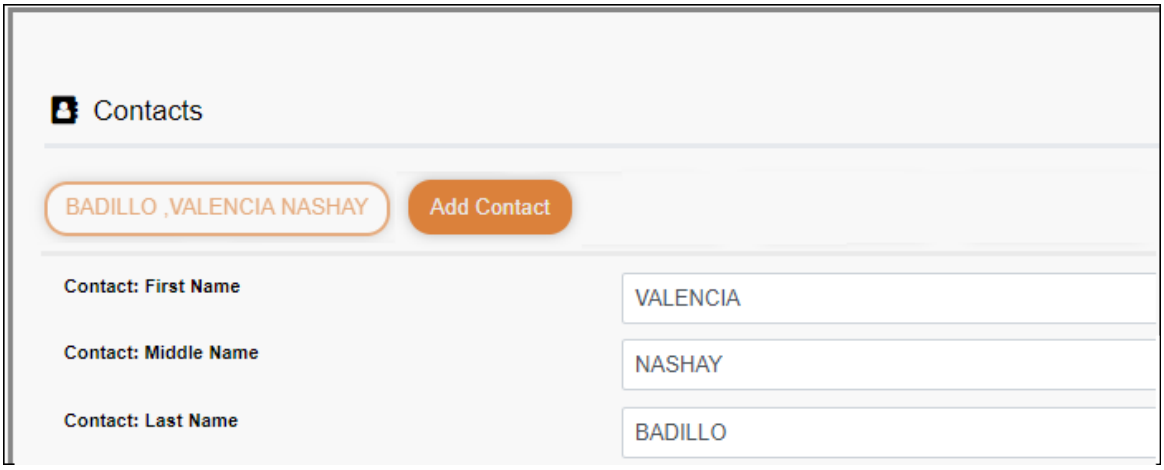
Depending on the form type and district requirements, a form will require one of two actions:

- 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.
  - For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact. Click **Add Contact** to add a new contact.



  - 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.
  - Texas standard forms must be re-submitted each year. All data must be re-entered.

❑ Click **Next Form**.

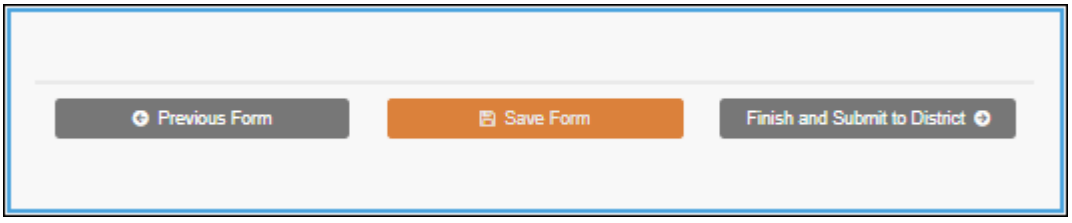
The next form in the list is displayed on the right.

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

- If you are not ready to complete a form, click **Save Form** to save any data entered so far.
- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.
- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.

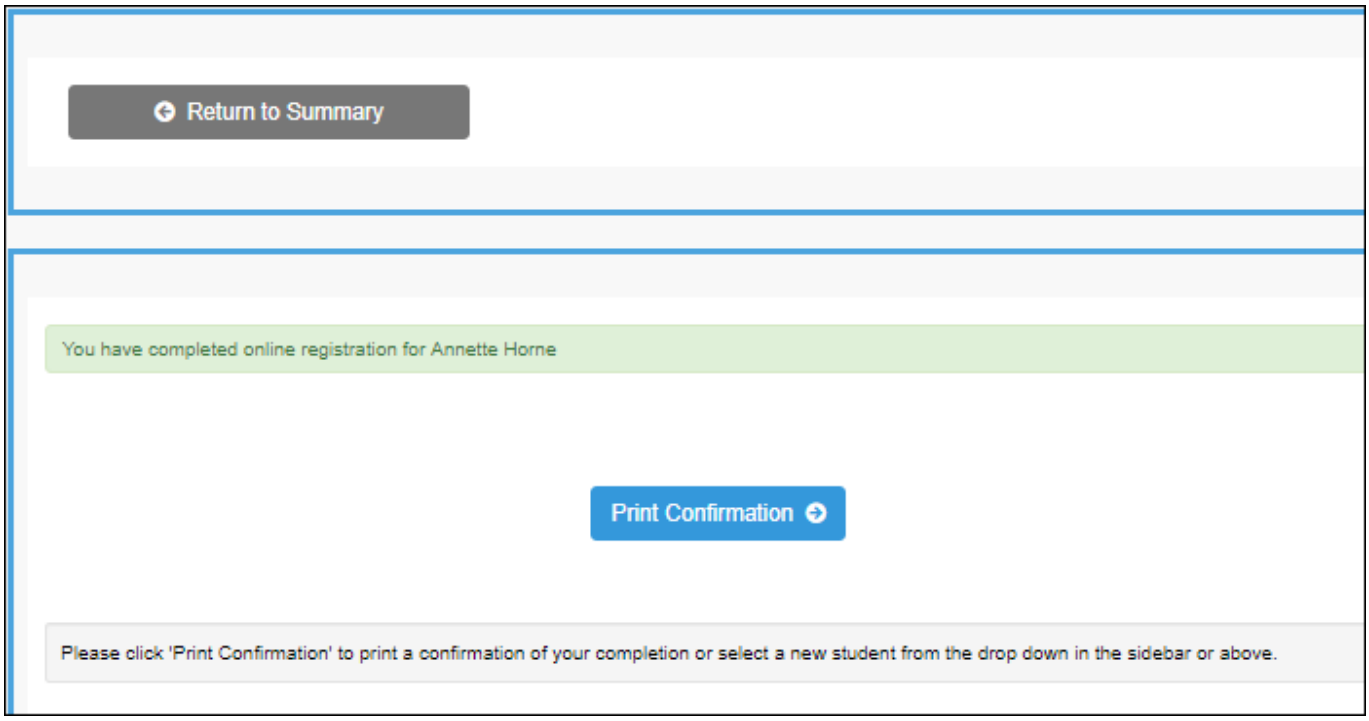


When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.



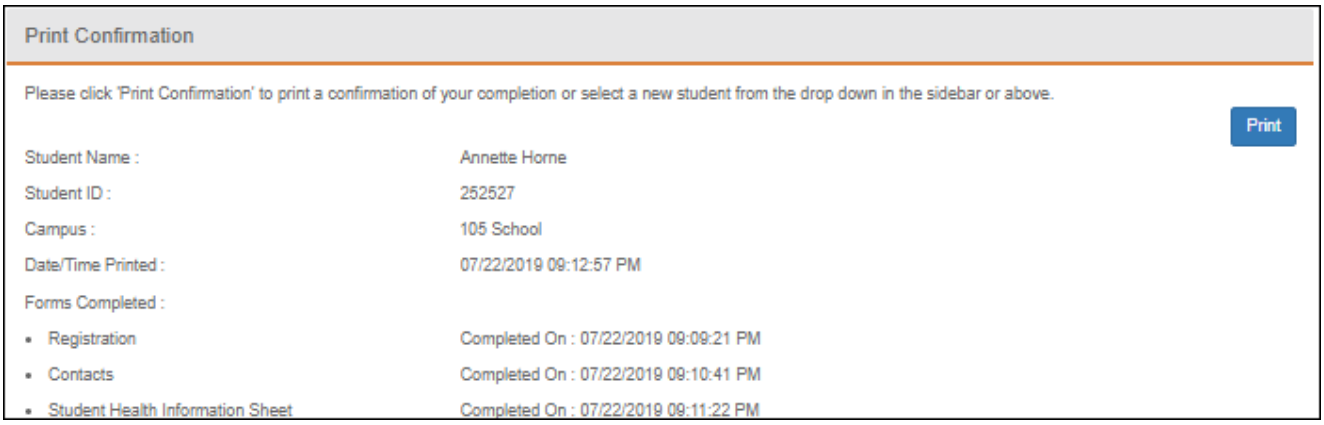
❑ Click **Finish and Submit to District**.

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



❑ Click **Print Confirmation**.

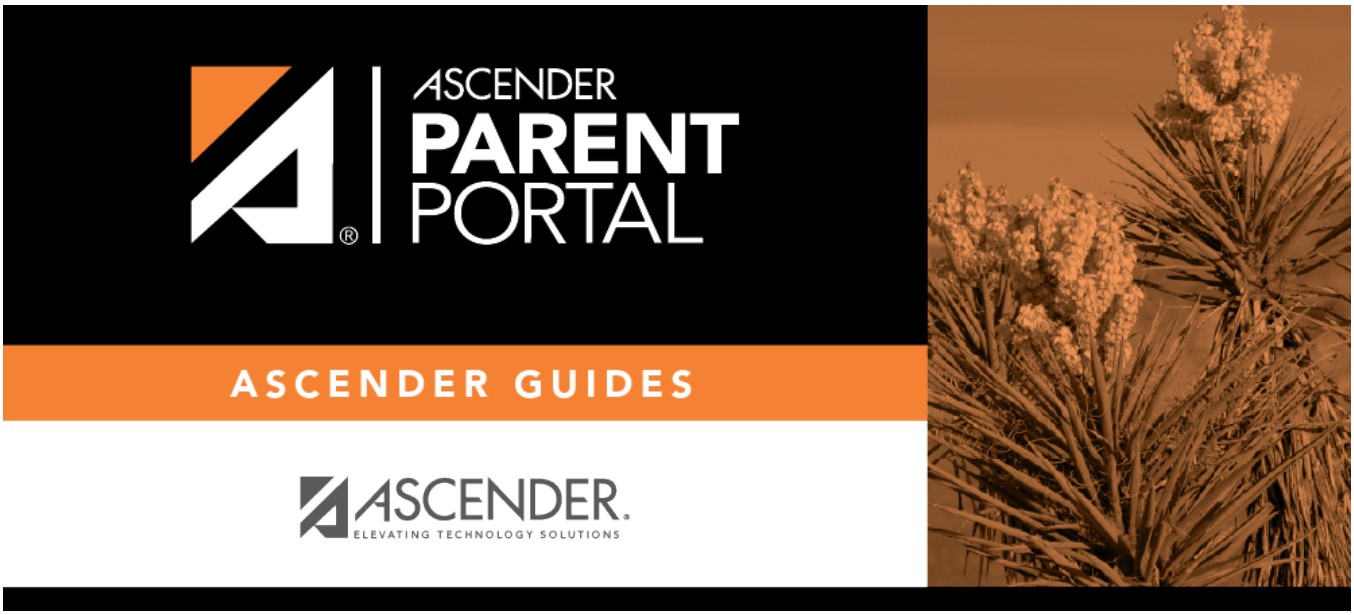
A page opens in a new window which lists the dates on which each form was completed.



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

Edit Data:

❑ To update data you already entered, return to the form, type over existing data, and submit the form again.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Back Cover