



ASCENDER GUIDES



Registration (Registro)

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Registration

(Registro)

ASCENDER ParentPortal > Summary > Registration

Campuses typically require enrolled returning students to re-register each year for the upcoming school year and to complete forms that are required annually. Registration typically occurs during a range of dates according to district requirements. During those dates, you can access Registration from the student's Summary page.

☐ Click **Start Registration**.

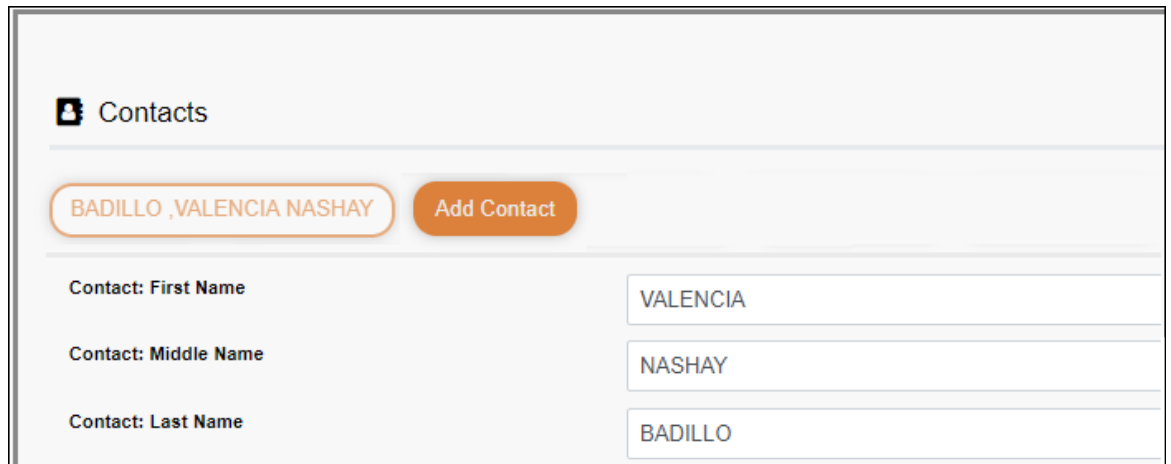
The first form in the list opens on the right side of the page.

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.



Contacts

BADILLO ,VALENCIA NASHAY Add Contact

Contact: First Name VALENCIA

Contact: Middle Name NASHAY

Contact: Last Name BADILLO

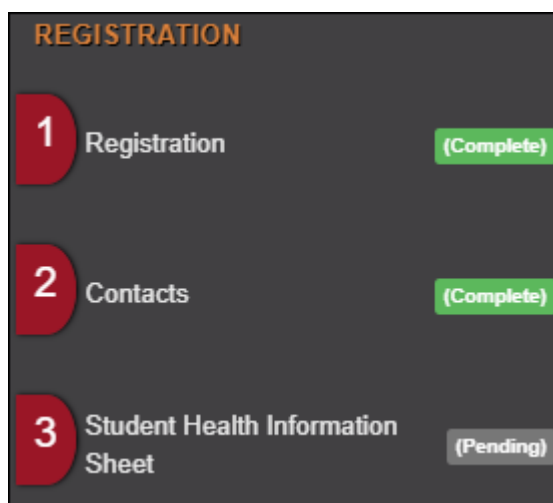
- If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.
- Texas standard forms must be re-submitted each year. All data must be re-entered.

☐ 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.



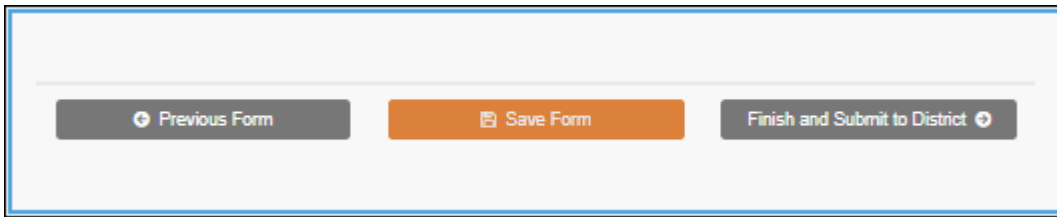
REGISTRATION

1 Registration (Complete)

2 Contacts (Complete)

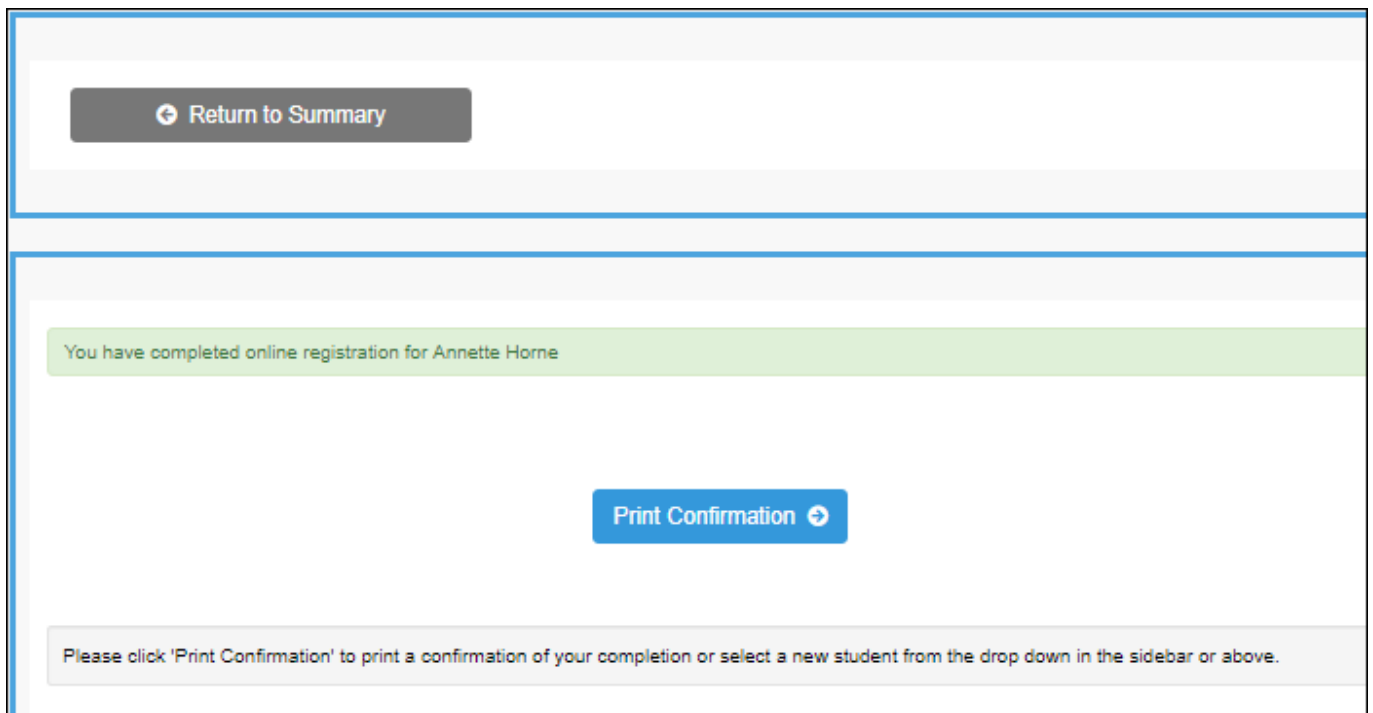
3 Student Health Information Sheet (Pending)

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 Confirmation

Please click 'Print Confirmation' to print a confirmation of your completion or select a new student from the drop down in the sidebar or above.

Student Name :

Annette Horne

Student ID :

252527

Campus :

105 School

Date/Time Printed :

07/22/2019 09:12:57 PM

Forms Completed :

• Registration

Completed On : 07/22/2019 09:09:21 PM

• Contacts

Completed On : 07/22/2019 09:10:41 PM

• Student Health Information Sheet

Completed On : 07/22/2019 09:11:22 PM

Print

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.

Registration

(Registro)

ASCENDER ParentPortal > Summary > Registration

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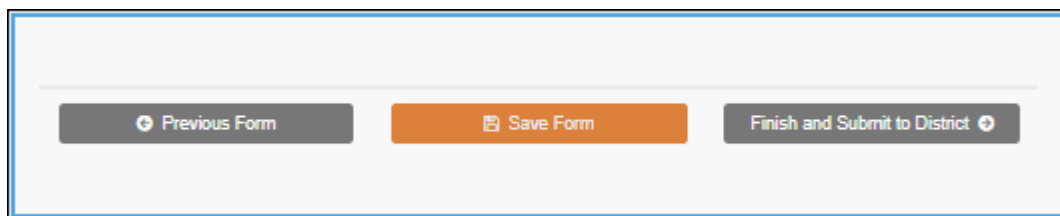
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REGISTRATION

- 1 Registration (Complete)
- 2 Contacts (Complete)
- 3 Student Health Information Sheet (Pending)

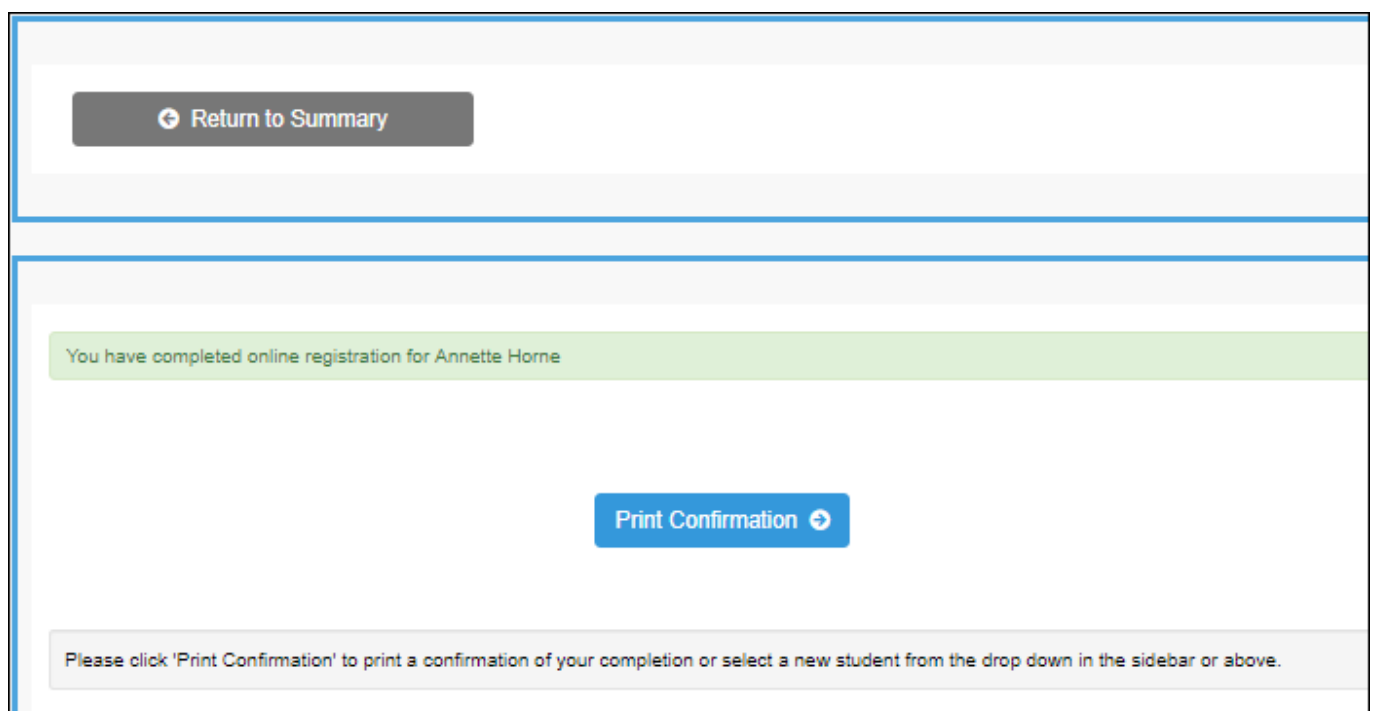
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Previous Form Save Form Finish and Submit to District

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

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



Return to Summary

You have completed online registration for Annette Horne

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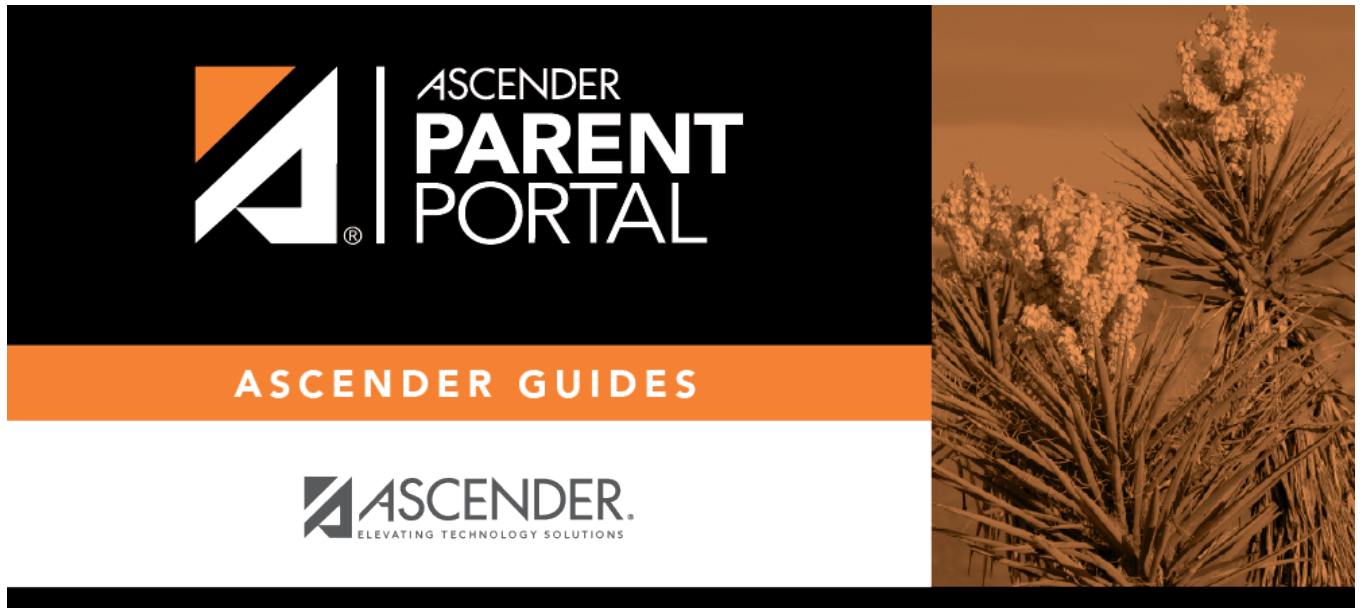
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Back Cover