ASCENDER ParentPortal - Quick Checklist
Campus: Review & Accept Data Changes

NOTE: These steps are completed in TxEIS Registration.

Step	✔	Completion Date	Completed By	Notes
Review & Accept Pending Data Change Requests				
Monitor the Pending Updates tab for data change requests.				
Accept or reject the data or forms. ● Standard forms are accepted/rejected as a whole. ● For dynamic forms, you can accept/reject individual data fields.				
Enter comments for any change you reject.				
Review & Accept Pending Online Registration Forms				
Monitor the Forms tab for submitted forms. ● Select the current year to view data change requests. ● Select the next year forms to view online registration forms.				
Record the date for any hand-delivered forms.				
Run reports				
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.				