



Enroll or ReEnroll a Student

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ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll a Student

This guide covers the steps for enrolling a new student in the district using the ASCENDER Registration application, as well as re-enrolling a student who was previously enrolled in the district.

For information on registering a student who enrolled via ASCENDER ParentPortal online student enrollment, see the ASCENDER Registration - Register Students From ParentPortal Online Enrollment guide.

Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.
- You must be a registered ASCENDER user and have rights to access the campus on which you are registering the student.
- For more detailed information about individual fields, see online Help in the ASCENDER Student system.

Checklist Overview

The following steps are covered in this guide:

- Enroll a student who has never been enrolled in the district:
 - Create a student record.
 - Add a student demographic data.
- Re-enroll a student from an historical record.
- Enroll the student in special programs.

Enroll a New Student

[Enrollment](#)

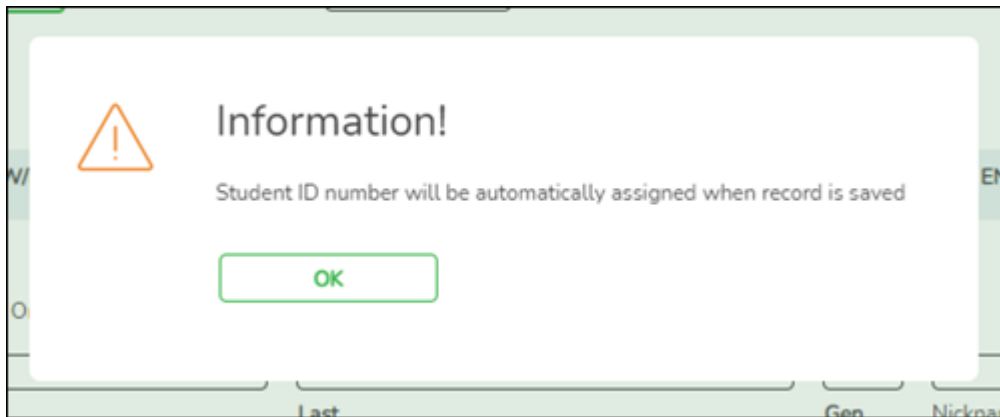
The following steps describe adding a student who has never had a record in the district.

Registration > Maintenance > Student Enrollment

- Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the bottom of the page:

- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

- The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

Add Demographic Information

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

Registration > Maintenance > Student Enrollment > Demo1

The screenshot shows a web-based form for adding demographic information for a student. At the top, there is a 'Save' button and a 'Student Information' tab. The student's ID is 004195. The form is divided into several sections:

- Demographic Information:** Includes fields for Grade, Entry Dt, Track (01), Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last), Gen, Nickname, Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, and Aggregate Race/Ethnicity (with checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl).
- Student Indicators:** Includes fields for Elig Code, Attribution Cd (00), Campus ID Resid, Eco Disadvan, Military Connected, Foster Care (0), Star of Texas Award, Rep Excl, Active Cd (1 - Active), Record Status (1), Cnty Residence, NSLP, Child Find: SPPI-11, and Child Find: SPPI-12.
- Current / Next Year Information:** Includes fields for Control Num, CY Team Code, Next Yr Cntrl, NY Team Code, Nxt Yr Camp, Here Last Yr, CY Xfer Factor, and NY Xfer Factor.

The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First and Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered. See online Help for descriptions of each field.

If a photo exists for the student ID, the student photo is displayed. You can add or change the student photo:

- Hover over the image and click **Change**.

Save

STUDENT: 003387

Change

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED

The Change Student Photo window opens.

Change Student Photo

Choose File No file chosen

Save Cancel

e Cd: 1 - Active Record Status: 1

- Click **Choose File**. Locate and open the file for the new image.
- Click **Save** to close the window.

Click **Save**.

When enrolling a new student, you must save the information on the Demo1 tab before continuing. You are not allowed to proceed to any other tabs until the information is saved.

Note: Once data is saved on the Demo1 tab, it is not necessary to click **Save** on each tab. You can make changes on multiple tabs and then click **Save** once.

Registration > Maintenance > Student Enrollment > W/R Enroll

Once the record is saved on the Demo1 tab, the student will have an enrollment record on the W/R Enroll tab.

The screenshot shows the 'W/R ENROLL' tab selected in the navigation menu. The student information is displayed at the top, including a 'Save' button and 'Student Information' tab. The student name is 'Liddell, Alice Anne' and the Texas Unique Student ID is empty. Below the student information, there are buttons for 'Comments' and 'Documents', and a 'TEA Unique ID' field. The main content area shows a table with columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrb Cd, Camp Res, CTE Elig, Comnts, and Res Fac. The 'Entry Date' field in the first row is circled in red and contains the value '08-24-2021'.

Registration > Maintenance > Student Enrollment > Demo2

The screenshot shows the 'DEMO2' tab selected in the navigation menu. The student information is displayed at the top, including a 'Save' button and 'Student Info' tab. The student name is 'Liddell, Alice Anne' and the Texas Unique Student ID is empty. Below the student information, there are buttons for 'Comments' and 'Documents', and a 'TEA Unique ID' field. The main content area is divided into three sections: 'Counselor Information', 'Miscellaneous', and 'Dual Language Immersion'. The 'Counselor Information' section includes fields for Counselor (370), Dt Entry 5th Grd, Dt Entry 8th Grd, Dt Entry 9th Grd, District Entry Date (08-24-2021), Birth City (SAN ANTONIO), Birth State (TX), Birth Country (01), and Cohort. The 'Miscellaneous' section includes fields for Primary Language (98), Immig Tracking, Headstart Code, Alien Tuition Cd, Parent Federal Connected, Att Zone Home Campus, SAT-ACT-TSIA Reimburse, and Reimburse. The 'Dual Language Immersion' section includes fields for Year (01-05), Language, Assessment Date, and Completion Year. At the bottom, there are buttons for 'Receive/Transfer', 'Locker', and 'ECDS Assessments'.

Enter additional data for the student, including counselor, receiving/transfer, locker, and

miscellaneous information. Several local use field are available on this tab.

Registration > Maintenance > Student Enrollment > Demo3

Enter additional data for the student, including CTE data, status indicators, and any available promotion or graduation data.

Click **Save**.

Re-enroll a Student from Historical

Re-Enrollment

The Historical Directory allows you to search for students who were enrolled in the district in a prior school year and select a student for re-enrollment.

Registration > Maintenance > Student Enrollment

To locate a student, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

The Historical Directory opens.

Student

Last Name First Name Stu ID Texas Unique Student ID SSN

| School Yr | Stu ID | Last Name | First Name | MI | DOB | Sex | SSN | Cameus | Grd | Entry Dt | Withdraw Dt | Withdraw Cd | Grad Dt |
|-----------|--------|-----------|------------|----|-----|-----|-----|--------|-----|----------|-------------|-------------|---------|
| no rows | | | | | | | | | | | | | |

Enter data in one or more of the following fields, or leave all fields blank.

- **Last Name** - Type all or part of the student's last name to retrieve students whose last name *begins* with the letters you have typed.
- **First Name** - Type all or part of the student's first name to retrieve students whose first name *begins* with the letters you have typed.
- **Stu ID** - Type all or part of the student's ID to retrieve students whose ID *begins* with the characters you typed.
- **Texas Unique Stu ID** - Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins* with the characters you typed.
- **SSN** - Type all or part of the student's social security number to retrieve students whose SSN *begins* with the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**.

The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

Last Name First Name Stu ID Texas Unique Student ID SSN

| School Yr | Stu ID | Last Name | First Name | MI | DOB | Sex | SSN | Cameus | Grd | Entry Dt | Withdraw Dt | Withdraw Cd | Grad Dt |
|-----------|--------|-----------|------------|----|------------|-----|-----------|--------|-----|------------|-------------|-------------|---------|
| 2021-2022 | 004195 | ABEE | KELSON | E | 09-12-2014 | F |1695 | 101 | PK | 08-09-2021 | -- | | |
| 2020-2021 | 004195 | ABEE | KELSON | E | 09-12-2014 | F |1695 | 101 | KG | 08-10-2020 | -- | | |
| 2019-2020 | 004195 | ABEE | KELSON | E | 09-12-2014 | F |1695 | 101 | PK | 08-21-2019 | -- | | |
| 2021-2022 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 001 | 11 | 08-09-2021 | -- | | |
| 2020-2021 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 001 | 10 | 08-10-2020 | -- | | |
| 2019-2020 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 001 | 09 | 08-21-2019 | -- | | |
| 2018-2019 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 042 | 08 | 08-20-2018 | -- | | |
| 2017-2018 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 042 | 07 | 08-28-2017 | -- | | |
| 2016-2017 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 042 | 06 | 08-22-2016 | -- | | |
| 2015-2016 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | 05 | 08-24-2015 | -- | | |
| 2014-2015 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | 05 | 08-25-2014 | -- | | |
| 2013-2014 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | 04 | 08-26-2013 | -- | | |
| 2012-2013 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | 03 | 08-27-2012 | -- | | |
| 2011-2012 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | 02 | 08-22-2011 | -- | | |
| 2010-2011 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | 01 | 08-23-2010 | -- | | |
| 2009-2010 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | KG | 08-24-2009 | -- | | |
| 2008-2009 | 002893 | ACE | REBECCA | S | 05-09-2004 | M |9999 | 101 | PK | 08-25-2008 | -- | | |
| 2014-2015 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 001 | 12 | 08-25-2014 | -- | | 05-2015 |
| 2013-2014 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 001 | 11 | 08-26-2013 | -- | | |
| 2012-2013 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 001 | 10 | 08-27-2012 | -- | | |
| 2011-2012 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 001 | 09 | 08-22-2011 | -- | | |
| 2010-2011 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 042 | 08 | 08-23-2010 | -- | | |
| 2009-2010 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 042 | 07 | 08-24-2009 | -- | | |
| 2008-2009 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 042 | 06 | 08-25-2008 | -- | | |
| 2007-2008 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 101 | 05 | 08-27-2007 | -- | | |
| 2006-2007 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 101 | 05 | 08-21-2006 | -- | | |
| 2005-2006 | 001971 | ACOSTA | NOAH | N | 04-21-1996 | F |0684 | 101 | 04 | 08-22-2005 | -- | | |
| 2015-2016 | 003364 | ACOSTA | SAMANTHA | W | 06-30-1997 | M |3909 | 001 | 12 | 08-24-2015 | -- | | 05-2016 |

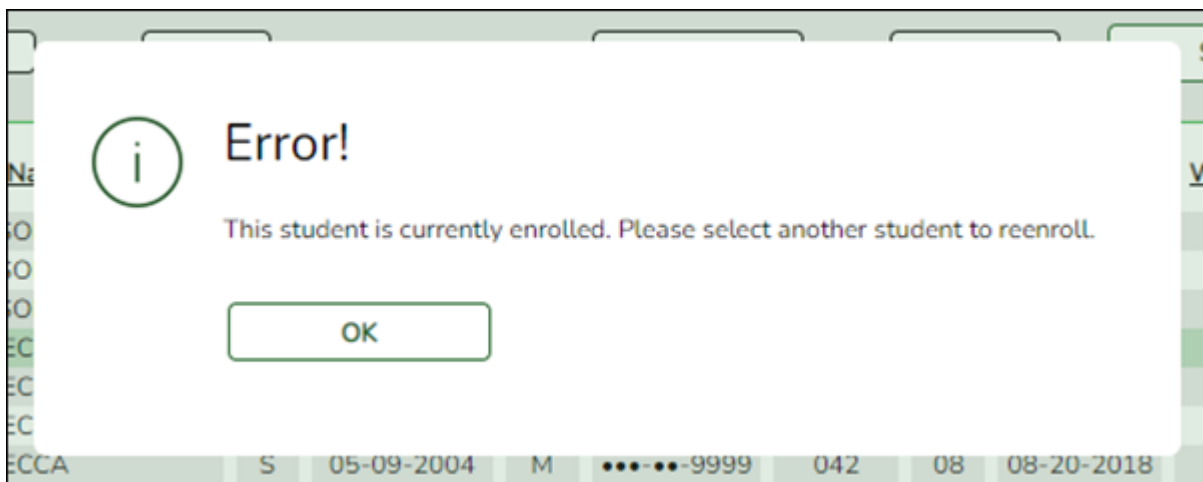
First 1 / 463 Last

• If more students are retrieved than can be displayed on one page, you can page through the list.

- The list can be re-sorted by clicking an underlined column heading. The list includes enrollment records from the current year and previous years.
- A blue link indicates a student who is not currently enrolled and can be re- enrolled.
- A black link indicates a student who is currently enrolled; **these students cannot be re-enrolled.**
- **You can only click a row for the most recent year the student was enrolled;** records for earlier school years are not hyperlinked.

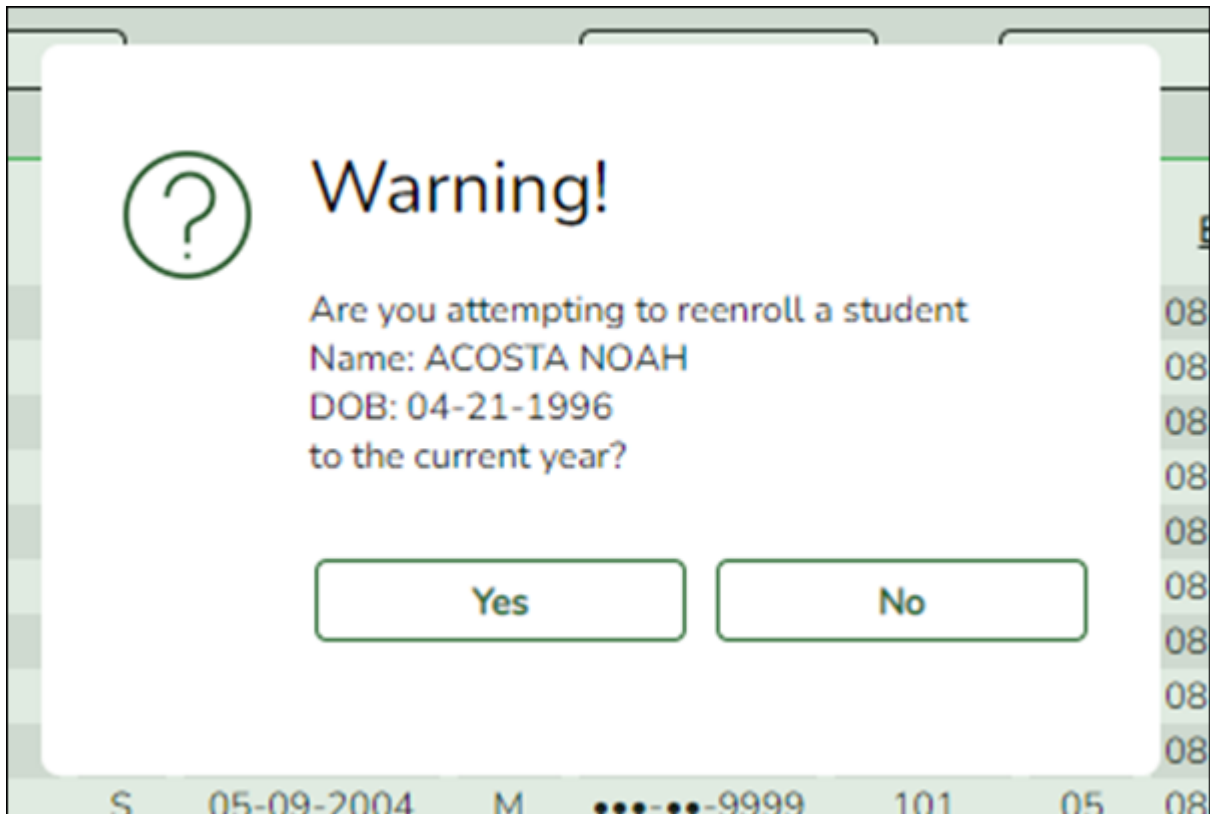
When you locate the student you want to re-enroll, click the blue link for either the student ID or school year.

- If the student's latest enrollment is in the current school year (i.e., if you clicked a black link), a message indicates that the student is currently enrolled.



Click **OK**.

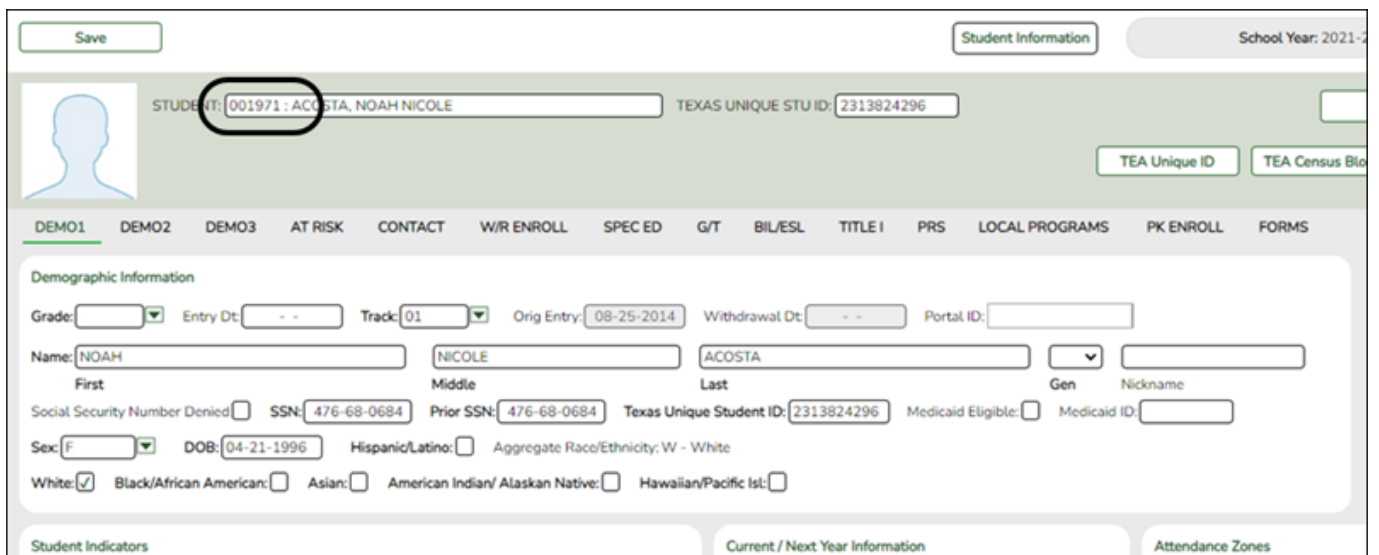
- If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year.



A warning dialog box with a question mark icon. The text reads: "Warning! Are you attempting to reenroll a student Name: ACOSTA NOAH DOB: 04-21-1996 to the current year?" Below the text are two buttons: "Yes" and "No".

Click **Yes**.

The Dem1 tab opens allowing you to re-enroll that student. The student ID (as displayed in the **Student** field must be the same as used previously.



The Student Information form for a student named ACOSTA, NOAH NICOLE. The student ID (001971) is circled in red. The form includes fields for Grade, Entry Dt, Track, Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last), Gen, Nickname, Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, Aggregate Race/Ethnicity, and checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl.

- You must enter the **Grade** and **Entry Dt** fields for the student.
- Add or update additional data for the student.
- Click **Save**.

Enroll a Student in Special Programs

[Special Programs](#)

Additional tabs on the Student Enrollment page allow you to enroll the student in various special programs, including special education, gifted and talented, bilingual/ESL, Title I, pregnancy-related services (PRS), local programs, and PK enrollment.

- If the student is new to the district, there will be no existing rows on the program tabs.
- If a student was previously enrolled in the district and in a special program, one or more rows will be displayed with previous enrollment data. The most recent row must contain an exit date and withdrawal reason code in order to add a new record.

Registration > Maintenance > Student Enrollment

For example, to enroll a student in the Gifted and Talented Program:

- From the G/T tab, click **+Add** to add a record. A blank row is added to the grid.

- Type the date the student entered the program in the MMDDYYYY format.
- Additional fields may be needed depending on the program. See online Help for descriptions of the fields.
- Click **Save**.

Pre-Enroll Student

Pre-Enrollment

The following steps describe adding a student who has never had a record in the district.

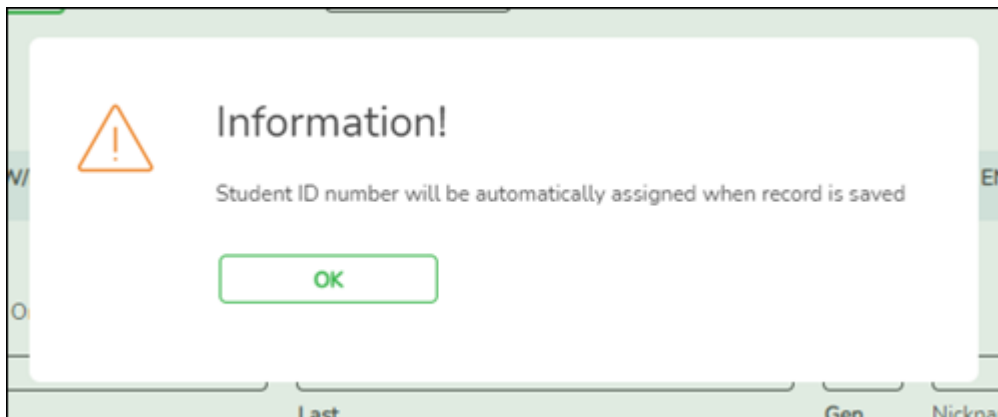
Registration > Maintenance > Student Enrollment

The screenshot shows the 'Student Information' form for the 2021-2022 school year at Campus 001: 001 School. The 'STUDENT:' field and 'TEXAS UNIQUE STU ID:' field are both empty. A black arrow points from the 'STUDENT:' field to the 'Retrieve' button. Below the form is a navigation menu with options: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS.

Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the top of the page:

The screenshot shows the same 'Student Information' form as above, but with a red error message at the bottom: 'Auto Assign ID Numbers is not checked. Please enter a Student ID Number.' A black arrow points from the error message to the 'STUDENT:' field.

- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

Add Demographic Information

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

Registration > Maintenance > Student Enrollment > Demo1

The screenshot shows the 'Student Information' form for a student with ID 004195. The form is divided into several sections:

- Demographic Information:** Includes fields for Grade, Entry Dt, Track (01), Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last), Gen, Nickname, Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, and Aggregate Race/Ethnicity (White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl).
- Student Indicators:** Includes Elig Code, Campus ID Resid, Military Connected, Star of Texas Award, Active Cd (1 - Active), Cnty Residence, Child Find: SPPI-11, and Child Find: SPPI-12.
- Current / Next Year Information:** Includes Attribution Cd (00), Eco Disadvan, Foster Care (0), Rep Excl, Record Status (1), NSLP, Control Num, CY Team Code, Next Yr Cntrl, NY Team Code, Nxt Yr Camp, Here Last Yr, CY Xfer Factor, and NY Xfer Factor.

The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First and Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered. See online Help for descriptions of each field.



Back Cover