
ASCENDER
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ASCENDER GUIDES
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Forms

Table of Contents

Forms

Health > Maintenance > Student Health > Forms

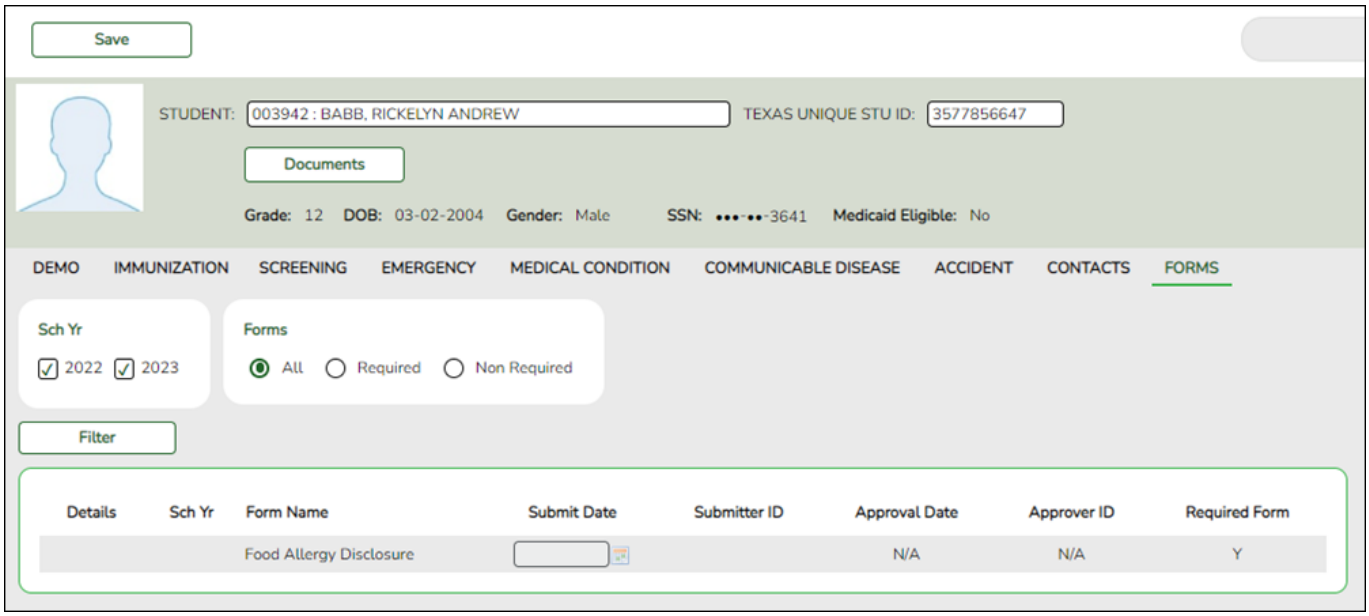
This tab allows you to view the status of a student's health-related forms and maintain submission dates for any hand-delivered forms.

Form information is displayed differently on this tab depending on the form type.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in ParentPortal Admin on the Forms Management pages.

- If a parent acknowledges the form via ParentPortal, you can view the form data and submission date.
- If a parent submits a form change via ParentPortal, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was delivered.

This tab is not enabled until you retrieve a student.



Update data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
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. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

All of the student's current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

filters	
You can filter the listed forms:	
Sch Yr	Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year). For example, if it is currently the 2018-2019 school year, and registration is open for the 2019-2020 school year, select **2019** to see student form changes submitted for the current school year, and/or select **2020** to see form changes submitted from online registration. Annual Student Data Rollover (ASDR) affects the school years displayed. After ASDR is run, the previous school year drops off, and the next school year is added.
Forms	Select which forms you want to view for the selected school year(s).
❑ Click **Filter**.	
Form Name	The name of each form is displayed.
Submit Date	For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ASCENDER ParentPortal is displayed. If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click to select the date from a calendar, and click **Save**. The date is saved in the **Submit Date** field. **IMPORTANT:** You cannot enter a date unless you have filtered for one school year. If the **Sch Yr** field has both school years selected, or if no school year is selected, the field is disabled.
Submitter ID	For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via ASCENDER ParentPortal is displayed, according to the ID used to log on to ASCENDER ParentPortal. If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the **Submit Date** date is displayed, according to the ID used to log on to ASCENDER.
Approval Date	For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
Approver ID	For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to ASCENDER. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
Required Form	Y or N is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. N is only displayed if the form is not required in any group; otherwise, Y is displayed.
Click to view the form details.	
NOTE: For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.	
DYNAMIC FORMS	

If the parent submitted a change to any editable field in a dynamic form via ASCENDER ParentPortal, the each field change must be approved/rejected individually on Maintenance > Online Registration > Pending Updates.

If multiple changes have been submitted, the fields display data for the most recent change submitted.

Click to view details of the requested change(s). A dynamic form is displayed as a table of fields and values. Only fields that have new or updated values are listed.

Request Type	**New Record** is displayed if no data currently exists. **Update** is displayed if the parent requested to change the existing data. **Delete** is displayed if the parent requested to remove the existing data.
Field	The field indicates which data is being updated.
New Value	The new value entered by the parent in ASCENDER ParentPortal is displayed.
Status	**Accepted** is displayed (in green) if the campus administrator accepted the change. **Rejected** is displayed (in red) if the campus administrator rejected the change. **Pending** is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.

❑ Click **Print** to print the form.

❑ Click **OK** to close the form.

STANDARD

Click to view a standard form. The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.

Spanish Version	Click to view the Spanish version of the form if it is available.
English Version	Click to return to the English version of the form.

❑ Click **Print** to print the English or Spanish version of the form.

❑ Click **OK** to close the form.

❑ Click **Save** if you entered or changed a date.

Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.


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ASCENDER GUIDES
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ELEVATING TECHNOLOGY SOLUTIONS

Back Cover