

ASCENDER Registration: Approve Student Registration & Data Changes and Monitor Forms from ParentPortal

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This guide relates to online student registration data, which is set up and accessed via ParentPortal.

Once parents have a valid Student Portal ID for an enrolled student, they can add the student to their ParentPortal account and access the student's attendance, grades, and more. If the district has enabled parents to update a student's registration data, a parent can complete annual online registration for the upcoming school year, as well as submit changes to the student's current year data from ParentPortal, such as address and telephone number changes.

As parents update data for their students, campus staff must review and approve each change. These steps must be completed in ASCENDER Registration.

The parent can also review, complete, and submit forms via ParentPortal. As parents review and submit forms from ParentPortal, the campus staff can monitor the status and identify students who are missing required forms.

Follow these steps to monitor and approve data changes, and identify students who are missing forms.

Prerequisites:

- The steps in this guide must be completed in ASCENDER Registration by a user who has access to the pages described in these steps. Basic knowledge of the ASCENDER Registration application is assumed.
- For online registration changes, the district must have enabled parents to update student registration data online for the upcoming school year (i.e., the **Active Online Registration From** and **To** date fields must be set to allow parents a window of time in which to register.)
- For updates to a student's current year records, the district must have enabled parents to update student data online (i.e., the **Allow parents access to Student Data forms** field must be set to *Yes*.)

See the ASCENDER ParentPortal Admin: Manage Forms for Enrollment, Registration, and Data Updates guide.

1. Review submitted changes.

   Registration > Maintenance > Online Registration > Pending Updates

The Pending Updates page allows you to review and approve or reject a student's pending updates received from ASCENDER ParentPortal. The list includes changes submitted for online registration, as well as student data change requests for the current year.

On the Registration landing page, the number of students with pending data updates is displayed.

Also in the submenu, the number of students with pending data updates is displayed.

A list of students who have pending update requests is displayed.

	Click to view the details of the pending updates. The student's data is displayed on the Pending Update Details page where you can approve or deny each pending update.

Submitted For	The student's name for which the request was submitted is displayed.
One of the following is displayed: • For a standard or static form, the form name is displayed. • For a dynamic form, the ASCENDER ParentPortal field type for which the update was requested is displayed.	
	For a standard form, you can click next to the form name to view the form in a pop-up window. If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields. • Click **Spanish Version** to view a Spanish version of the form. Click **English Version** to return to the English version. • Click **Print** to print the form. • Click **OK** to close the window.
Current Value	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
New Value	The newly submitted information is displayed. This only applies to dynamic form fields.
Submitted By	The name of the parent/guardian who submitted the request is displayed.
Doc Reqd	This field is currently not in use. *N* is always displayed for dynamic form fields.
Decision	

Accept All	Select to approve all of the student's pending update requests.
Accept	Select to approve a particular pending update.
Reject All	Select to reject all of the student's pending update requests.
Reject	Select to reject a particular pending update.
Pending All	Select to revert all requests to a pending status. This must be done prior to saving.
If you reject an update: • You must enter comments explaining your decision. Include detailed explanation and action required of the parent. • An email message is sent to the parent notifying him that the change was not approved.	
	Click to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens. **IMPORTANT!** Comments are required when you reject a request. Include detailed explanation and action required of the parent. a. Add or update comments as needed, up to 255 characters. b. Click **OK**. c. You must click **Save** on the Pending Updates page in order to save the updated data. A red comment icon  indicates that reviewer's comments exist for the request.

❑ Click **Save**.

Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the Pending Updates page.

2. Monitor student form submission.

   Registration > Maintenance > Student Enrollment > Forms

   The Forms tab allows you to view the status of a student’s forms and maintain submission dates for 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.

The Forms tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

All 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 2019-2020 school year, and registration is open for the 2020-2021 school year, select **2020** to see student form changes submitted for the current school year, and/or select **2021** to see form changes submitted from online registration. Move to Grade Reporting (MTGR) affects the school years displayed. After MTGR 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).

Filters	
❑ 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 ParentPortal is displayed, according to the ID used to log on to 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.

NOTE: For record status 5 students (*not currently enrolled in this district, will attend next year*), the submitted forms are displayed in the current year only. After Annual Student Data Rollover (ADSR) is run, the next year forms will be listed as the student's current year forms.

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.

3. Run reports.

Several reports are available to assist you in monitoring and maintaining student data changes and forms.

Registration > Reports > Registration Reports > Student > SRG0700 - Student Missing Forms

This report provides a list of students who are missing one or more forms for the current school year. You can use the report to identify all students missing a specific form, or identify students who are missing any forms.

Before you can run the report for a specific form, the form must be set up in ASCENDER ParentPortal Admin - Form Group Management in the *Returning Student Registration* group or the *Student Data Maintenance* group. Only forms in these groups are available in the ellipsis lookup for the **Form Name** parameter.

Public Documents and New Student Enrollment forms, as well as Archived forms, are excluded.

Note that the **Submit Date** field, as displayed on the Forms tab, is used to associate a student's form with the current year.

You can also run the report for a specific form.

Registration > Reports > Registration Reports > Student > SRG0710 - Standard Forms Printing

This report prints the following forms for the selected students. The hard copies must be retained in the student's folder.

- *Student Health Information Sheet*
- *Migrant Education Program - Family Survey*
- *Home Language Survey*
- *Home Language Survey - 19 TAC* (if available)

Only forms that were submitted by the parent via ParentPortal are printed; this report does not include forms that were manually recorded as submitted on Maintenance > Student Enrollment > Forms.

NOTE: The report was updated in summer 2019 according to revised TEA guidelines; if a parent submitted the old version of the Home Language Survey form, the old form is printed in this report. If the parent has submitted the new form, the new form is printed.

Registration > Reports > Registration Reports > Student > SRG0720 - Online Registration Forms Related Reports

This report displays student form data submitted via the standard forms which are provided to parents in ASCENDER ParentPortal/ASCENDER ParentPortal. Various reports can be printed depending on the **Report Name** selected.

The report heading changes according to the selected report.

• If you select one of the *Data Differences* reports, the report lists students who have different information in ASCENDER ParentPortal/ASCENDER ParentPortal than in ASCENDER. The differing information is highlighted.

• If you select one of the *Release Denials* reports, the report lists students who denied release of directory information to one or more publications or requestors.

• If you select the *Food Allergy Disclosure* report, the report lists only modified data columns.

• The other reports list the students who have submitted the associated form and the data submitted.

Registration > Reports > Registration Reports > Student > SRG0730 - Percentage of Forms Submitted per Campus

This report displays the counts and percentages of students who have submitted enrollment, registration, and student data forms per campus, including:

- Students who have submitted all forms.
- Students who have submitted some forms.
- Students who have submitted no forms.

The count of students at the campus is displayed, and a district total is provided for each column.

Registration > Reports > Registration Reports > Withdrawal > SRG2300 - Student Information Request

The report lists special program requests for students who enrolled online via ParentPortal.


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