registration_accept_enrollment_review

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Registration > Maintenance > Online Registration > New Student Enrollment

This page allows you to review pending new student enrollment requests received from ASCENDER ParentPortal.

As students are enrolled online in ASCENDER ParentPortal, an administrator must review each enrollment request and create a record for each registered student.

A list of new student enrollment requests received from ASCENDER ParentPortal is displayed.

- 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.

IMPORTANT: Before accepting new students, campus staff should verify that the student has not been enrolled before. Go to the Student Enrollment page and click **Hist Directory** to access the Historical Directory, and search for the student.

It is possible that a student was enrolled with a different ID before. For example, the student may have been enrolled previously with a state-assigned ID, but has now been enrolled with a social security number. Check each student carefully to avoid creating duplicate enrollment records.

To search for a new student enrollment record, do one of the following:

Search by Name	Type the student's first and last name.
Search by Key	Type the student's key. This number is generated by ASCENDER ParentPortal when the parent proceeds through the new student enrollment steps.

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

🔍 Click 🔍 to view the details of a pending enrollment request. The student's enrollment record is displayed on the Register Student page.

Registration > Maintenance > Online Registration > New Student Enrollment > Register Student

This page allows you to enroll a new student using the information that was entered by the student's parent/guardian in ASCENDER ParentPortal.

This initial data serves as the basis for a complete student record.

NOTE: Verify whether **Auto Assign Student ID** is set to automatic or manual assignment of student ID numbers on Maintenance > District Profile > District Maintenance > Control Info.

Student ID	Verify whether student IDs are automatically or manually assigned, as indicated in the **Auto Assign Student ID** field on Maintenance > District Information > Control Info. • If student IDs are manually assigned, type a student ID. Leading zeros are not required. • If student IDs are automatically assigned, leave the field blank, and the system will assign the next available student ID when the record is saved.
Student Key	The enrollment key assigned to the student's enrollment record in ASCENDER ParentPortal is displayed.

❏ Under **Demographic Information**:

Grade	Select the student's grade level for the current school year.
Entry Dt	Type the student's enrollment date, which is the first date the student attended the campus. For students enrolling in the next school year, the **Entry Dt** should be the *last day of school* in the current school year. When Annual Student Data Rollover occurs, this date will be converted to the first day of school in the upcoming school year.
Track	Select the attendance track in which to enroll the student.
Elig Code	Select the student's ADA eligibility code.
Next Year Student	Select if the student is enrolling for the next school year. If selected, the student's record will be saved with a record status 5 (i.e., *not currently in district will attend next year*). Since Annual Student Data Rollover (ASDR) does not promote these students to the next grade level, the **Grade** field should be set to the next year grade level for any status 5 students.

❏ The following fields are populated using the information that was entered by the student's parent/guardian in ASCENDER ParentPortal. **Verify that the data is valid.**

Name	The student's full name is displayed.

Social Security Number Denied	Select if the student's parent/guardian refused to provide the student's social security number to the district. If selected and the student's **SSN** is blank, and **Assign State ID Number** is selected on Registration > Maintenance > District Profile > District Maintenance > Control Info, the next available State ID will automatically be assigned to the new student, and displayed in the **SSN** field upon **Save**.
SSN	The student's social security number is displayed.
Sex	The code indicating the student's gender is displayed.
DOB	The student's date of birth is displayed and cannot be modified. TEDS Data Element: DATE-OF-BIRTH (E0006)
Xfer Factor	If a campus is capped for the current year (i.e., **Capped To Campus** and **Capped Date** are set for a particular campus on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info), this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus. Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on Registration > Maintenance > District Profile > Tables > Transfer Factor CY. <table><tr><td>**Student's Entry Date**</td><td>**Student's Physical Address**</td><td>**Transfer Factor**</td></tr><tr><td>Before **Capped Date**</td><td>Exists in Attendance Zones</td><td>Not required</td></tr><tr><td>Before **Capped Date**</td><td>Does not exist in Attendance Zones</td><td>Not required</td></tr><tr><td>After **Capped Date**</td><td>Exists in Attendance Zones</td><td>Code 3 (*override capped campus*) is automatically assigned</td></tr><tr><td>After **Capped Date**</td><td>Does not exist in Attendance Zones</td><td>Required</td></tr></table>
Last Year Grade	The grade level entered by the parent when enrolling the student via ASCENDER ParentPortal is displayed but can be updated if needed.
Hispanic/Latino	The field is selected if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race	One or more of the following options is selected, regardless of whether the student is **Hispanic/Latino**.	
	White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.
	Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.
	Asian	The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).
	Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Phone/Address	**Phone Nbr**	The student's area code and phone number are displayed.
	Cell Ph Nbr	The student's area code and cell phone number are displayed.
	E-mail	The student's email address is displayed.
	Mailing	The student's mailing address is displayed.
	Physical	The student's physical address is displayed.

❏ Under **Attendance Zones**:

If Attendance Zones are used in the district (i.e, **Attendance Zone Edit** is selected on Registration > Maintenance > District Profile > Attendance Zones Options), the student's **Physical** address will be validated against the district's Attendance Zones.

The list of campuses in the student's attendance zone are listed.

If the student's **Physical** address is not within a street segment as defined on the district Attendance Zones page, the student cannot be enrolled unless the student has a transfer factor override code.

❏ Under **Contact Detail**:

Up to six contact tabs may be displayed. Information entered by the parent is displayed. **Verify that the data is valid**, and make changes to each tab if needed. You can save changes to all tabs at the same time.

Parent/Guardian	The field is selected if the contact is the student's guardian.

Emergency	The field is selected if the contact should be notified in the event of an emergency.
Receive Mailouts	This field should be selected if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as **Priority**=1.
Relation	The contact's relationship to the student is displayed, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person. **NOTE:** For a hospital contact, *Hospital* should be selected, the hospital name should be entered in the **Occupation** field.
Language	The language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact is displayed. If blank, the documents are printed in English.
Name	The contact's full name is displayed. **NOTE:** This field should be blank if **Relation** is set to *Hospital*.
Enrolling Person	This field is selected if this is the contact who enrolled the student. Only one contact can be an enrolling person.
DOB	The contact's date of birth is displayed.
Phone Preference	The contact's preferred phone number is displayed.
Home Cell Business Other	The contact's home, business, cell, and other phone numbers, including area code, are displayed if entered.
Address	The contact's complete address is displayed.
Migrant	The field is selected if the contact (parent/guardian) is a migratory agricultural worker.
Occupation	The contact's occupation is displayed. If **Relation** is *Hospital*, this field should display the hospital name.
E-mail	The contact's email address is displayed.
Right to Transport	This field is selected if the contact is authorized to transport the student from school. Instructors and administrators are able to view this information in TeacherPortal on the Student Information page.
Driver License	The contact's driver license number and the two-character state that issued the driver license are displayed if entered.
Vehicle	The contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate are displayed.

Information Request	The button is displayed if information about previous special program participation or family members in the military was included. This information is view only, as the student has not yet been registered. **WARNING:** This information is only displayed until the new student enrollment is accepted. Print this information before clicking **Save**; otherwise you must run SRG2300 - Student Information Request to view the information. Click **Print** to print this information. Click **OK** to close the window.

Submitted Standard Forms	Click to view a list of all forms submitted for the student. A pop-up window opens which displays the form name and date submitted. Click **OK** to close the window.
Documents	View or attach supporting documentation.

❑ Click **Save**.

- The student is now enrolled and can be retrieved from the ASCENDER Registration > Maintenance > Student Enrollment page. You can add additional registration information for the student on these tabs.

- A student ID is assigned to the student.

- **NOTE:** A Student Portal ID is also automatically assigned to the student when the record is saved. It is not necessary to use the Set Parent Portal IDs utility unless you need to verify the student's Student Portal ID.

A warning message is displayed if the student was previously enrolled in the district (i.e., the student's social security number and date of birth match a historical record). Demographic information from the student's previous enrollment is displayed, including the previous student ID.

- Click **Yes** to confirm that this is the same student, and enroll the student with his previous student ID.
- Click **No** to return to the Register Student page without saving, and make any necessary changes to the record before saving again.

Return	Click to return to the New Student Enrollment page to process another student.

NOTE: To retrieve a newly enrolled student who was marked as a next year student:
From Maintenance > Student Enrollment, click **Directory**, and select **Next Year Students**.

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