

registration_review_forms_and_documents

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Registration > Maintenance > Student Enrollment > Forms

Once you have completed the student's enrollment and assigned a student ID, the Forms tab displays forms submitted by parents during New Student Enrollment. You can also view any documents attached, such as birth certificate, driver licence, etc.

filters	
You can filter the listed forms:	
Sch Yr	Indicate the school year for which you want to view new enrollment data. If the student enrolled during the current school year, select the current school year. If the student is enrolling in the upcoming school year, select the next school year. 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).
❑ 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	'N/A' is displayed for any form submitted during New Student Enrollment.
Approver ID	'N/A' is displayed for 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.

	For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available. 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.

Documents	If the parent uploaded any documents, the **Documents** button displays a note icon. Click **Documents** to download and view any attached documents.


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