


# registration_forms_form_body

# Table of Contents

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).<br>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.<br><br>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.<br><br>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**.<br><br>The date is saved in the **Submit Date** field.<br><br>**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. |
| **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. |
| **STATIC FORMS** | |
| **Static Forms (Hand Delivered by Parent)** - A static form is an electronic version of a paper form (such as a PDF or Word document) that is provided to the parent via ASCENDER ParentPortal but cannot be submitted online. The parent can print, complete, and hand deliver the form to the campus. If the static form is required by the district or campus, you can manually record the date on which the parent submitted the form. | |
| **Submitter ID** | |
| **Approval Date** | |

| | |
|---|---|
| **Approver ID** | |
| | |

**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.

| | |
|---|---|
| **Submitter ID** | |
| **Approval Date** | |
| **Approver ID** | |

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.<br><br>**Rejected** is displayed (in red) if the campus administrator rejected the change.<br><br>**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.



| | |
|---|---|
| **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. |
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| **Status** | **Accepted** is displayed (in green) if the campus administrator accepted the change.<br><br>**Rejected** is displayed (in red) if the campus administrator rejected the change.<br><br>**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**

| | |
|---|---|
| **Submitter ID** | |
| **Approval Date** | |
| **Approver ID** | |

| | |
|---|---|
| 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.<br><br>**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.<br><br>❑ Click **OK** to close the form. | |

Click **Save**.


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# Back Cover