

registration_forms_form_body

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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).
❑ 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.
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.

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.

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. **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.

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❑ Click **Print** to print the form.

❑ Click **OK** to close the form.

STANDARD

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. **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**.


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