







**registration\_student\_online\_registration\_pending\_updates\_details**



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<b>Submitted For</b>	The student's name for which the request was submitted is displayed.
One of the following is displayed:	
<ul style="list-style-type: none"> <li>• For a standard or static form, the form name is displayed.</li> <li>• For a dynamic form, the ASCENDER ParentPortal field type for which the update was requested is displayed.</li> </ul>	
	<p>For a standard form, you can click  next to the form name to view the form in a pop-up window.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Click <b>Spanish Version</b> to view a Spanish version of the form. Click <b>English Version</b> to return to the English version.</li> <li>• Click <b>Print</b> to print the form.</li> <li>• Click <b>OK</b> to close the window.</li> </ul>
<b>Current Value</b>	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
<b>New Value</b>	The newly submitted information is displayed. This only applies to dynamic form fields.
<b>Submitted By</b>	The name of the parent/guardian who submitted the request is displayed.
<b>Doc Req'd</b>	This field is currently not in use. <i>N</i> is always displayed for dynamic form fields.
<b>Decision</b>	
<b>Accept All</b>	Select to approve all of the student's pending update requests.
<b>Accept</b>	Select to approve a particular pending update.
<b>Reject All</b>	Select to reject all of the student's pending update requests.
<b>Reject</b>	Select to reject a particular pending update.
<b>Pending All</b>	Select to revert all requests to a pending status. This must be done prior to saving.
If you reject an update:	
<ul style="list-style-type: none"> <li>• You must enter comments explaining your decision. Include detailed explanation and action required of the parent.</li> <li>• An email message is sent to the parent notifying him that the change was not approved.</li> </ul>	
	<p>Click to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens.</p> <p><b>IMPORTANT!</b> Comments are required when you reject a request. Include detailed explanation and action required of the parent.</p> <ol style="list-style-type: none"> <li>Add or update comments as needed, up to 255 characters.</li> <li>Click <b>OK</b>.</li> <li>You must click <b>Save</b> on the Pending Updates page in order to save the updated data.</li> </ol> <p>A red comment icon  indicates that reviewer's comments exist for the request.</p>

☐ 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.



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