



# Register Student



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# Register Student

**Registration > Maintenance > Online Registration > New Student Enrollment (click )**


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

- Student Identification
- Address
- Demographic
- Military/Federal
- Parent/Guardian

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

Verify whether **Auto Assign Student ID** is set to automatic or manual assignment of student ID numbers on [Maintenance > District Profile > District Information > Control Info](#).

## Update data:

From the New Student Enrollment page, click  to view the details of the new student enrollment request. The Register Student page opens displaying the student's demographic data.

Field	Description
<b>Student ID</b>	<p>Verify whether student IDs are automatically or manually assigned, as indicated in the <b>Auto Assign Student ID</b> field on <a href="#">Maintenance &gt; District Information &gt; Control Info</a>.</p> <ul style="list-style-type: none"> <li>• If student IDs are manually assigned, type a student ID. Leading zeros are not required.</li> <li>• 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.</li> </ul>
<b>Student Key</b>	The enrollment key assigned to the student's enrollment record in ASCENDER ParentPortal is displayed.

4. If information about previous special program attendance or family members in the military was included, the Information Request button is displayed.

- This information is view only, as the student has not yet been registered.
- Click Print to print this information.
- Click OK to return to the Register Student page.

5. Under Demographic Information, add data in the following fields as needed:

- In the Grade field, type or click drop-down arrow to select the student's grade level for the current school year. The grade levels displayed are according to values entered in the Low Grade Level and High Grade Level fields on the Maintenance > Campus Profile > Campus Information Maintenance > Control Info tab.
- The Entry Dt field displays the date on which the student last entered the campus in the current school year. The date can be changed only on the first enrollment record. Use the MMDDYYYY format.
- In the Track field, type or click drop-down arrow to select the campus calendar track in which the student will be enrolled. The track does not default to the value entered in the Default Track field on the Maintenance > Campus Profile > Campus Information Maintenance > Control Info tab.
- In the Elig Code field, type or click drop-down arrow to select the student's ADA eligibility code.

Valid codes (as described in the TEA Student Attendance Accounting Handbook):

- Select Next Year Student to indicate 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). Move To Grade Reporting (MTGR) does not promote these students to the next grade level. Any status 5 student should have his next year grade level selected in the Grade field.

The following fields are populated using the information that was entered by the student's parent/guardian in the parent portal in txConnect:

- In the Name fields, type the student's first, middle, and last names.

Name field edits

- In the Gen field, click drop-down arrow to select the generation code if applicable.
- In the Nickname field, type the student's nickname if applicable. The field can be up to nine characters.
- Select Social Security Number Denied if the student's parent/guardian refused to provide the student's social security number to the district.
- The SSN field displays the student's social security number. The field must be nine digits, and cannot already exist in the system.
- The Sex field displays the code indicating the student's gender.
- In the DOB field, type the student's date of birth in the MMDDYYYY format.
- Select Hispanic/Latino if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- From the race fields, select one or more of the following options, regardless of whether the student is Hispanic/Latino:

Select White if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.  Select Black/African American if the student has origins in any of the black racial groups of Africa.  Select Asian 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,

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Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).  Select American Indian/Alaskan Native if the student has origins in any of the original peoples of North and South America (including Central America).  Select Hawaiian/Pacific Isl if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. You must select at least one race field.

6. Under Phone/Address, add data in the following fields, as needed:

- In the Phone Nbr fields, type the student's area code and phone number.
- In the Cell Ph Nbr field, type the student's area code and cell phone number.
- In the E-mail field, type the student's e-mail address. The @ sign is required in the e-mail address.
- In the Mailing address fields, type the student's mailing address. The Street field can be up to 19 characters.
- In the Physical address fields, type the student's physical address if the addresses are not the same.

7. Under Contact Detail, enter data in the following fields, as needed:

Note: Up to four contact tabs can appear here. Make changes to each as needed. You can save all your changes at the same time.

- The Parent/Guardian field is selected if the contact is the student's guardian.
- Select Emergency if the contact should be notified in the event of an emergency.
- Select Receive Mailouts to indicate if the parent/guardian will receive student documents (i.e., interim progress reports (IPRs) and report cards). If left blank, the first contact listed as a parent/guardian will receive mailouts for the student.
- In the Relation field, click drop-down arrow to select the contact's relationship to the student, such as a relative, doctor, dentist, hospital, caseworker, guardian, or other medical facility/person.
- The Language field displays the language in which the student's documents (i.e., interim progress reports (IPRs) and report cards) will be printed for this parent/guardian. The field default is English.
- In the Name fields, type the contact's first, middle, and last name. Select the generation code if applicable.

Name field edits

Note: The Name fields are disabled if you are entering a hospital contact (i.e., the Relation field is set to Hospital). Type the hospital name in the Occupation field.

- Select Enrolling Person if the contact is the person who enrolled the student. Only one contact can be an enrolling person.
- In the DOB field, type the contact's date of birth in the MMDDYYYY format.
- The Phone Preference field displays the contact's preferred phone number. The field is read-only.
- In the Home, Cell, Business, and Other phone number fields, type the contact's home, business,

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cell, and other area code and phone numbers as applicable.

- In the Address fields, type the contact's address.
  - Select Migrant if the contact is for a migrant student.
  - In the Occupation field, type the contact's occupation if applicable. The field can be up to 25 characters.
  - In the E-mail field, type the contact's e-mail address. The field can be up to 48 characters.
  - Select Right to Transport, if the contact is authorized to transport the student from school. Instructors and administrators will be able to view this information in txGradebook on the Student Information page.
  - In the Driver License fields, type the contact's driver license number and the state issued. The fields are optional; however, if you enter the driver license number, you must enter the state issued, and vice versa.
- The number can be up to 21 characters.  The state can be up to two characters. ● In the Vehicle fields, type the contact's vehicle make, model, and select the predominant color of the vehicle. Then, type the plate number and the state issued. The fields are optional; however, if you enter the license plate number, you must enter the state issued, and vice versa.

The make and model can be up to 15 characters.  The plate number can be up to eight characters.  The state can be up to two characters. Note: The vehicle color choices are aligned with the Texas Department of Motor Vehicle color choices.

8. Click Save to save the changes and assign the new student ID number.

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

- Click Yes to confirm that this is the same student, and enroll the him 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.

9. If the Documents button is provided, click Documents to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

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

If the information entered does not pass validation, a dialog box is displayed indicating that the information must be corrected before the changes can be saved. Click No to close the dialog box and make the necessary changes. Otherwise, click Yes to close the record without saving the changes.



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