



Register Student

Table of Contents

Register Student 1

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
Student ID	<p>Verify whether student IDs are automatically or manually assigned, as indicated in the Auto Assign Student ID field on Maintenance > District Information > Control Info.</p> <ul style="list-style-type: none"> • If student IDs are manually assigned, type a student ID. Leading zeros are not required. • 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.
Student Key	The enrollment key assigned to the student's enrollment record in ASCENDER ParentPortal is displayed.
Information Request	<p>The button is displayed if information about previous special program participation or family members in the military was included.</p> <p>This information is view only, as the student has not yet been registered.</p> <p>WARNING: This information is only displayed until the new student enrollment is accepted. Print this information before clicking Save; otherwise you must run SRG2300 - Student Information Request to view the information.</p> <p>Click Print to print this information.</p> <p>Click OK to close the window.</p>

Field	Description	
Demographic Information	Grade	Select the student's grade level for the current school year.
	Entry Dt	Type the student's enrollment date, which is the first date the student attended the campus. For students enrolling in the next school year, the Entry Dt should be the <i>last day of school</i> in the current school year. When Annual Student Data Rollover occurs, this date will be converted to the first day of school in the upcoming school year.
	Track	Select the attendance track in which to enroll the student.
	Elig Code	Select the student's ADA eligibility code.
	Next Year Student	Select 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., <i>not currently in district will attend next year</i>). Since Annual Student Data Rollover (ASDR) does not promote these students to the next grade level, the Grade field should be set to the next year grade level for any status 5 students.

The following fields are populated using the information that was entered by the student's parent/guardian in ASCENDER ParentPortal. **Verify that the data is valid.**

Name	The student's full name is displayed.																
Social Security Number Denied	Select if the student's parent/guardian refused to provide the student's social security number to the district. If selected and the student's SSN is blank, and Assign State ID Number is selected on Registration > Maintenance > District Profile > District Maintenance > Control Info , the next available State ID will automatically be assigned to the new student, and displayed in the SSN field upon Save .																
SSN	The student's social security number is displayed.																
Sex	The code indicating the student's gender is displayed.																
DOB	The student's date of birth is displayed and cannot be modified. TEDS Data Element: DATE-OF-BIRTH (E0006)																
Xfer Factor	<p>If a campus is capped for the current year (i.e., Capped To Campus and Capped Date are set for a particular campus on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info), this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus.</p> <p>Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on Registration > Maintenance > District Profile > Tables > Transfer Factor CY.</p> <table border="1" data-bbox="518 1272 1473 1496"> <thead> <tr> <th>Student's Entry Date</th> <th>Student's Physical Address</th> <th>Transfer Factor</th> </tr> </thead> <tbody> <tr> <td>Before Capped Date</td> <td>Exists in Attendance Zones</td> <td>Not required</td> </tr> <tr> <td>Before Capped Date</td> <td>Does not exist in Attendance Zones</td> <td>Not required</td> </tr> <tr> <td>After Capped Date</td> <td>Exists in Attendance Zones</td> <td>Code 3 (<i>override capped campus</i>) is automatically assigned</td> </tr> <tr> <td>After Capped Date</td> <td>Does not exist in Attendance Zones</td> <td>Required</td> </tr> </tbody> </table>		Student's Entry Date	Student's Physical Address	Transfer Factor	Before Capped Date	Exists in Attendance Zones	Not required	Before Capped Date	Does not exist in Attendance Zones	Not required	After Capped Date	Exists in Attendance Zones	Code 3 (<i>override capped campus</i>) is automatically assigned	After Capped Date	Does not exist in Attendance Zones	Required
Student's Entry Date	Student's Physical Address	Transfer Factor															
Before Capped Date	Exists in Attendance Zones	Not required															
Before Capped Date	Does not exist in Attendance Zones	Not required															
After Capped Date	Exists in Attendance Zones	Code 3 (<i>override capped campus</i>) is automatically assigned															
After Capped Date	Does not exist in Attendance Zones	Required															
Last Year Grade	The grade level entered by the parent when enrolling the student via ASCENDER ParentPortal is displayed but can be updated if needed.																
Hispanic/Latino	The field is selected if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.																

	Race	One or more of the following options is selected, regardless of whether the student is												
		<table border="1"> <tr> <td colspan="2" data-bbox="517 159 1477 181">Hispanic/Latino.</td> </tr> <tr> <td data-bbox="517 181 788 241">White</td> <td data-bbox="788 181 1477 241">The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.</td> </tr> <tr> <td data-bbox="517 241 788 302">Black/African American</td> <td data-bbox="788 241 1477 302">The field is selected if the student has origins in any of the black racial groups of Africa.</td> </tr> <tr> <td data-bbox="517 302 788 448">Asian</td> <td data-bbox="788 302 1477 448">The field is selected 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, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).</td> </tr> <tr> <td data-bbox="517 448 788 530">American Indian/Alaskan Native</td> <td data-bbox="788 448 1477 530">The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).</td> </tr> <tr> <td data-bbox="517 530 788 622">Hawaiian/Pacific Isl</td> <td data-bbox="788 530 1477 622">The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td> </tr> </table>	Hispanic/Latino.		White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.	Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.	Asian	The field is selected 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, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).	American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).	Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Hispanic/Latino.														
White	The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.													
Black/African American	The field is selected if the student has origins in any of the black racial groups of Africa.													
Asian	The field is selected 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, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).													
American Indian/Alaskan Native	The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).													
Hawaiian/Pacific Isl	The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.													

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, 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.



Back Cover