



# 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.

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.  |

| Field                                 | Description   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
|---------------------------------------|---|---|--|-------------------------------|---|--|--|---------------------------------------|---|-----------------------------|---|--|--|--------------------------|--|----------|
| <b>Demographic Information</b>        | <b>Grade</b>  | Select the student's grade level for the current school year.   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
|                                       | <b>Entry Dt</b>   | Type the student's enrollment date, which is the first date the student attended the campus.<br><br>For students enrolling in the next school year, the <b>Entry Dt</b> 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.                                   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
|                                       | <b>Track</b>  | Select the attendance track in which to enroll the student.   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
|                                       | <b>Elig Code</b>  | Select the student's ADA eligibility code.  |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
|                                       | <b>Next Year Student</b>  | Select if the student is enrolling for the next school year.<br><br>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 <b>Grade</b> field should be set to the next year grade level for any status 5 students. |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
|                                       | <input type="checkbox"/> The following fields are populated using the information that was entered by the student's parent/guardian in ASCENDER ParentPortal. <b>Verify that the data is valid.</b>   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Name</b>                           | The student's full name is displayed.   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Social Security Number Denied</b>  | Select if the student's parent/guardian refused to provide the student's social security number to the district.<br><br>If selected and the student's <b>SSN</b> is blank, and <b>Assign State ID Number</b> is selected on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; Control Info</a> , the next available State ID will automatically be assigned to the new student, and displayed in the <b>SSN</b> field upon <b>Save</b> .   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>SSN</b>                            | The student's social security number is displayed.  |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Sex</b>                            | The code indicating the student's gender is displayed.  |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>DOB</b>                            | The student's date of birth is displayed and cannot be modified.<br><br>TEDS Data Element: DATE-OF-BIRTH (E0006)  |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Xfer Factor</b>                    | <p>If a campus is capped for the current year (i.e., <b>Capped To Campus</b> and <b>Capped Date</b> are set for a particular campus on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>), 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 <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Tables &gt; Transfer Factor CY</a>.</p> <table border="1"> <thead> <tr> <th>Student's Entry Date</th> <th>Student's Physical Address</th> <th>Transfer Factor</th> </tr> </thead> <tbody> <tr> <td>Before <b>Capped Date</b></td> <td>Exists in <a href="#">Attendance Zones</a></td> <td>Not required</td> </tr> <tr> <td>Before <b>Capped Date</b></td> <td>Does not exist in <a href="#">Attendance Zones</a></td> <td>Not required</td> </tr> <tr> <td>After <b>Capped Date</b></td> <td>Exists in <a href="#">Attendance Zones</a></td> <td>Code 3 (<i>override capped campus</i>) is automatically assigned</td> </tr> <tr> <td>After <b>Capped Date</b></td> <td>Does not exist in <a href="#">Attendance Zones</a></td> <td>Required</td> </tr> </tbody> </table> | Student's Entry Date  | Student's Physical Address   | Transfer Factor               | Before <b>Capped Date</b>   | Exists in <a href="#">Attendance Zones</a> | Not required   | Before <b>Capped Date</b>             | Does not exist in <a href="#">Attendance Zones</a>  | Not required                | After <b>Capped Date</b>  | Exists in <a href="#">Attendance Zones</a> | Code 3 ( <i>override capped campus</i> ) is automatically assigned | After <b>Capped Date</b> | Does not exist in <a href="#">Attendance Zones</a> | Required |
| Student's Entry Date                  | Student's Physical Address  | Transfer Factor   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| Before <b>Capped Date</b>             | Exists in <a href="#">Attendance Zones</a>  | Not required  |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| Before <b>Capped Date</b>             | Does not exist in <a href="#">Attendance Zones</a>  | Not required  |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| After <b>Capped Date</b>              | Exists in <a href="#">Attendance Zones</a>  | Code 3 ( <i>override capped campus</i> ) is automatically assigned  |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| After <b>Capped Date</b>              | Does not exist in <a href="#">Attendance Zones</a>  | Required  |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Last Year Grade</b>                | The grade level entered by the parent when enrolling the student via ASCENDER ParentPortal is displayed but can be updated if needed.   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Hispanic/Latino</b>                | 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.   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Race</b>                           | One or more of the following options is selected, regardless of whether the student is <b>Hispanic/Latino</b> . <table border="1"> <tbody> <tr> <td><b>White</b></td> <td>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><b>Black/African American</b></td> <td>The field is selected if the student has origins in any of the black racial groups of Africa.</td> </tr> <tr> <td><b>Asian</b></td> <td>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><b>American Indian/Alaskan Native</b></td> <td>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><b>Hawaiian/Pacific Isl</b></td> <td>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> </tbody> </table>   | <b>White</b>  | The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa. | <b>Black/African American</b> | The field is selected if the student has origins in any of the black racial groups of Africa. | <b>Asian</b>                               | 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). | <b>American Indian/Alaskan Native</b> | The field is selected if the student has origins in any of the original peoples of North and South America (including Central America). | <b>Hawaiian/Pacific Isl</b> | The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |  |  |                          |  |          |
| <b>White</b>                          | The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.  |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Black/African American</b>         | The field is selected if the student has origins in any of the black racial groups of Africa.   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Asian</b>                          | 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).  |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>American Indian/Alaskan Native</b> | The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |
| <b>Hawaiian/Pacific Isl</b>           | The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.   |   |  |                               |   |  |  |                                       |   |                             |   |  |  |                          |  |          |

| Field  | Description   |
|--|---|
| <b>Phone/Address</b>   | <b>Phone Nbr</b> The student's area code and phone number are displayed.  |
|  | <b>Cell Ph Nbr</b> The student's area code and cell phone number are displayed.   |
|  | <b>E-mail</b> The student's email address is displayed.   |
|  | <b>Mailing</b> The student's mailing address is displayed.  |
|  | <b>Physical</b> The student's physical address is displayed.  |
| <b>Contact Detail</b>  | Up to six contact tabs may be displayed. Information entered by the parent is displayed. <b>Verify that the data is valid</b> , and make changes to each tab if needed. You can save changes to all tabs at the same time.  |
|  | <b>Parent/Guardian</b> The field is selected if the contact is the student's guardian.  |
|  | <b>Emergency</b> The field is selected if the contact should be notified in the event of an emergency.  |
|  | <b>Receive Mailouts</b> This field should be selected if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as <b>Priority=1</b> .  |
|  | <b>Relation</b> The contact's relationship to the student is displayed, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person.<br><b>NOTE:</b> For a hospital contact, <i>Hospital</i> should be selected, the hospital name should be entered in the <b>Occupation</b> field. |
|  | <b>Language</b> The language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact is displayed. If blank, the documents are printed in English.   |
|  | <b>Name</b> The contact's full name is displayed.<br><b>NOTE:</b> This field should be blank if <b>Relation</b> is set to <i>Hospital</i> .   |
|  | <b>Enrolling Person</b> This field is selected if this is the contact who enrolled the student. Only one contact can be an enrolling person.  |
|  | <b>DOB</b> The contact's date of birth is displayed.  |
|  | <b>Phone Preference</b> The contact's preferred phone number is displayed.  |
|  | <b>Home<br/>Cell<br/>Business<br/>Other</b> The contact's home, business, cell, and other phone numbers, including area code, are displayed if entered.   |
|  | <b>Address</b> The contact's complete address is displayed.   |
|  | <b>Migrant</b> The field is selected if the contact (parent/guardian) is a migratory agricultural worker.   |
|  | <b>Occupation</b> The contact's occupation is displayed. If <b>Relation</b> is <i>Hospital</i> , this field should display the hospital name.   |
|  | <b>E-mail</b> The contact's email address is displayed.   |
|  | <b>Right to Transport</b> This field is selected if the contact is authorized to transport the student from school. Instructors and administrators are able to view this information in TeacherPortal on the Student Information page.  |
|  | <b>Driver License</b> The contact's driver license number and the two-character state that issued the driver license are displayed if entered.  |
| <b>Vehicle</b> The contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate are displayed. |   |

Click **Save**. A student ID is assigned to the student.

A warning message is displayed if the student was previously enrolled in the district (i.e., the student's social security number and date of birth match a historical record). Demographic information from the student's previous enrollment is displayed, including the 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.

### Other functions and features:

## Student

|                                 |   |
|---------------------------------|---|
| <b>Information Request</b>      | <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><b>WARNING:</b> This information is only displayed until the new student enrollment is accepted. Print this information before clicking <b>Save</b>; otherwise you must run <a href="#">SRG2300 - Student Information Request</a> to view the information.</p> <p>Click <b>Print</b> to print this information.</p> <p>Click <b>OK</b> to close the window.</p> |
| <b>Submitted Standard Forms</b> | Coming soon.  |
| <b>Return</b>                   | Click to return to the New Student Enrollment page to process another student.  |

**Documents**

[View or attach supporting documentation.](#)

**Document Attachments**

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

[Document Attachment-enabled pages:](#)

| Application     | Menu  |
|-----------------|---|
| Attendance      | Maintenance > Student > Student Inquiry (read-only access)<br>Maintenance > Student > Student Posting > By Individual |
| Discipline      | Maintenance > Student > Inquiry (read-only access)<br>Maintenance > Student > Maintenance > Maintenance               |
| Grade Reporting | Maintenance > Student > Individual Maint  |
| Health          | Maintenance > Student Health  |
| Registration    | Maintenance > Student Enrollment  |
| Test Scores     | Maintenance > Individual Maintenance  |

[Document types by folder and application:](#)

| File Extension  | Folder            | Document Type                |
|-----------------|-------------------|------------------------------|
| Attendance      | Attendance        | Notes                        |
| Attendance      | Attendance        | Other                        |
| Discipline      | Incidents         | Other                        |
| Grade Reporting | Grade Reporting   | IPR                          |
| Grade Reporting | Grade Reporting   | Report Card                  |
| Grade Reporting | Grade Reporting   | Transcript                   |
| Health          | Student Health    | Acanthosis                   |
| Health          | Student Health    | Food and Allergy             |
| Health          | Student Health    | Hearing                      |
| Health          | Student Health    | Immunization                 |
| Health          | Student Health    | Other                        |
| Health          | Student Health    | Physical Exam                |
| Health          | Student Health    | Spinal                       |
| Health          | Student Health    | TB                           |
| Health          | Student Health    | Vision                       |
| Registration    | Demographic       | Birth Certificate            |
| Registration    | Demographic       | Chemical Abuse Participation |
| Registration    | Demographic       | Directory Form               |
| Registration    | Demographic       | Employment Survey            |
| Registration    | Demographic       | Entry/Withdrawal             |
| Registration    | Demographic       | McKinney-Vento               |
| Registration    | Demographic       | Other                        |
| Registration    | Demographic       | Proof of Residence           |
| Registration    | Demographic       | SSN Card                     |
| Registration    | Bilingual/ESL     | Other                        |
| Registration    | Local Programs    | Other                        |
| Registration    | PRS               | Other                        |
| Registration    | Special Education | Other                        |
| Test Scores     | Test Scores       | College Assessments          |
| Test Scores     | Test Scores       | Other                        |
| Test Scores     | Test Scores       | State Assessments            |

[List of permissible file types:](#)

Maximum file size: 10MB

| File Extension | Folder  |
|----------------|---|
| .doc           | application/msword  |
| .docx          | application/vnd.openxmlformats-officedocument.wordprocessingml.document   |
| .gif           | image/gif   |
| .jpeg          | image/jpeg  |
| .jpg           | image/jpeg  |
| .pdf           | application/pdf   |
| .png           | image/png   |
| .pps           | application/vnd.ms-powerpoint   |
| .ppt           | application/vnd.ms-powerpoint   |
| .pptx          | application/vnd.openxmlformats-officedocument.presentationml.presentation |
| .tif           | image/tiff  |
| .tiff          | image/tiff  |
| .txt           | text/plain  |
| .xls           | application/vnd.ms-excel  |
| .xlsx          | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet         |

**Upload or view documents:**

Under **Document List:**

|                           |  |
|---------------------------|--|
| <b>Application</b>        | The application you are currently logged on to is displayed (e.g., Test Scores).   |
| <b>Folder</b>             | In some applications, you must select the folder for which you want to view or attach a document: <ul style="list-style-type: none"> <li>Different types of documents must be uploaded to specific folders.</li> <li>Changing the folder will change the document type options in the <b>Select Type</b> field.</li> </ul> Some applications only have one folder, so no selection is necessary. |
| <b>Select School Year</b> | Select the school year for which you want to view documents. Student documents are stored by year.   |

Existing documents are displayed according to specified criteria.

Under **Document Upload:**

|                              |   |
|------------------------------|---|
| <b>Select File to Upload</b> | Click <b>Choose File</b> . Locate and select the document on your computer or network. The file name is displayed next to <b>Choose File</b> .<br><b>Note:</b> Files cannot be larger than 10MB or empty. |
| <b>School Year</b>           | Select the school year for which you want to view documents. Student documents are stored by year.  |
| <b>Select Type</b>           | Select the type of document you are uploading. The list varies according to your selection in the <b>Folder</b> field.  |
| <b>Description</b>           | Type an optional description of the document.<br><b>Note:</b> The description cannot be longer than 255 characters.   |

|                    |   |
|--------------------|---|
| <b>Upload File</b> | Click to upload the file for the student.<br>The document is listed in the <b>Document List</b> section.<br>The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document. |
|--------------------|---|

Any changes made in the Document Options window are saved when you close the window.

|                    |   |
|--------------------|---|
| <b>Type</b>        | Click the link in the <b>Type</b> column to download the file to your PC to view it.                                      |
| <b>Choose File</b> | Click again to add another document, and repeat the steps for uploading a document.                                       |
|                    | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document. |

**NOTES** Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.



## Back Cover