



Register Student

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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 ASCENDER ParentPortal.

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

NOTE: Verify whether **Auto Assign Student ID** is set to automatic or manual assignment of student ID numbers on [Maintenance > District Profile > District Maintenance > 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.

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.														
	<input type="checkbox"/> 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"> <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
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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	<p>One or more of the following options is selected, regardless of whether the student is Hispanic/Latino.</p> <table border="1"> <tbody> <tr> <td>White</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>Black/African American</td> <td>The field is selected if the student has origins in any of the black racial groups of Africa.</td> </tr> <tr> <td>Asian</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>American Indian/Alaskan Native</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>Hawaiian/Pacific Isl</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>	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.					
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Field	Description
Phone/Address	Phone Nbr The student's area code and phone number are displayed.
	Cell Ph Nbr The student's area code and cell phone number are displayed.
	E-mail The student's email address is displayed.
	Mailing The student's mailing address is displayed.
	Physical The student's physical address is displayed.
Contact Detail	Up to six contact tabs may be displayed. Information entered by the parent is displayed. Verify that the data is valid , and make changes to each tab if needed. You can save changes to all tabs at the same time.
	Parent/Guardian The field is selected if the contact is the student's guardian.
	Emergency The field is selected if the contact should be notified in the event of an emergency.
	Receive Mailouts 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 Priority=1 .
	Relation The contact's relationship to the student is displayed, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person. NOTE: For a hospital contact, <i>Hospital</i> should be selected, the hospital name should be entered in the Occupation field.
	Language 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.
	Name The contact's full name is displayed. NOTE: This field should be blank if Relation is set to <i>Hospital</i> .
	Enrolling Person This field is selected if this is the contact who enrolled the student. Only one contact can be an enrolling person.
	DOB The contact's date of birth is displayed.
	Phone Preference The contact's preferred phone number is displayed.
	Home Cell Business Other The contact's home, business, cell, and other phone numbers, including area code, are displayed if entered.
	Address The contact's complete address is displayed.
	Migrant The field is selected if the contact (parent/guardian) is a migratory agricultural worker.
	Occupation The contact's occupation is displayed. If Relation is <i>Hospital</i> , this field should display the hospital name.
	E-mail The contact's email address is displayed.
	Right to Transport 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.
Driver License The contact's driver license number and the two-character state that issued the driver license are displayed if entered.	
Vehicle 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 Student Portal ID is also 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

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>
Submitted Standard Forms	<p>Click to view a list of all forms submitted for the student. A pop-up window opens which displays the form name and date submitted. Click OK to close the window.</p>
Return	<p>Click to return to the New Student Enrollment page to process another student.</p>

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) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) 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:**

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

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

Upload File	Click to upload the file for the student. The document is listed in the Document List section. 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.
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Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the Type column to download the file to your PC to view it.
Choose File	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.



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