

New Student Enrollment

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This page allows you to review pending new student enrollment requests received from the txConnect parent portal.

Update data:

A list of new student enrollment requests received from the txConnect parent portal is displayed.

To search for an new student enrollment record, do one of the following:

Field	Description
Search by Name	Type the student's first and last name.
Search by Key	Type the student's key. This number is generated by ASCENDER ParentPortal when the parent proceeds through the new student enrollment steps.

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

3. To delete a student registered online, click trashcan icon and the row will be shaded red to indicate it will be deleted when you click the Delete button.

Note: You must have security access to view trashcan icon and the Delete button.

4. Click spyglass icon to view the details of a pending registration request. The student's enrollment record is displayed on the Register Student page.


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