


# 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.

| | |
|---|---|
|  | View the details of a pending enrollment request. The student's enrollment record is displayed on the Register Student page. |
|  | Delete an enrollment record. The row is shaded red and will be deleted when you click the **Delete** button. |


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