



# 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 txConnect.

- [The list can be re-sorted.](#)



You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

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

Field	Description
<b>Search by Name</b>	Type the student's first and last name.
<b>Search by Key</b>	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 <a href="#">Register Student</a> page.
	Delete an enrollment record. The row is shaded red and will be deleted when you click <b>Delete</b> .



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