

New Student Enrollment

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This page allows you to review pending new student enrollment requests received from ASCENDER ParentPortal.

As students are enrolled online in ASCENDER ParentPortal, an administrator must review each enrollment request and create a record for each registered student.

Update data:

A list of new student enrollment requests received from ASCENDER ParentPortal is displayed.

- 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.

IMPORTANT: Before accepting new students, campus staff should verify that the student has not been enrolled before. Go to the Student Enrollment page and click **Hist Directory** to access the Historical Directory, and search for the student.

It is possible that a student was enrolled with a different ID before. For example, the student may have been enrolled previously with a state-assigned ID, but has now been enrolled with a social security number. Check each student carefully to avoid creating duplicate enrollment records.

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

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.

	Click  to 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 **Delete**.


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