

Pending Update Details

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Registration > Maintenance > Online Registration > Pending Updates (click)

This tab allows you to review and approve or reject a student's pending online registration update requests submitted by parents from ASCENDER ParentPortal.

Update data:

❑ To access this page, click on the Pending Updates page.

The details of the student's pending updates are displayed.

Submitted For	The student's name for which the request was submitted is displayed.
One of the following is displayed: • For a standard or static form, the form name is displayed. • For a dynamic form, the ASCENDER ParentPortal field type for which the update was requested is displayed.	
	For a standard form, you can click next to the form name to view the form in a pop-up window. If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields. • Click **Spanish Version** to view a Spanish version of the form. Click **English Version** to return to the English version. • Click **Print** to print the form. • Click **OK** to close the window.
Current Value	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
New Value	The newly submitted information is displayed. This only applies to dynamic form fields.
Submitted By	The name of the parent/guardian who submitted the request is displayed.
Doc Reqd	This field is currently not in use. *N* is always displayed for dynamic form fields.
Decision	
Accept All	Select to approve all of the student's pending update requests.
Accept	Select to approve a particular pending update.
Reject All	Select to reject all of the student's pending update requests.
Reject	Select to reject a particular pending update.
Pending All	Select to revert all requests to a pending status. This must be done prior to saving.

If you reject an update: • You must enter comments explaining your decision. Include detailed explanation and action required of the parent. • An email message is sent to the parent notifying him that the change was not approved.	
	Click to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens. **IMPORTANT!** Comments are required when you reject a request. Include detailed explanation and action required of the parent. a. Add or update comments as needed, up to 255 characters. b. Click **OK**. c. You must click **Save** on the Pending Updates page in order to save the updated data. A red comment icon indicates that reviewer's comments exist for the request.

❑ Click **Save**.

Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the Pending Updates page.

Other functions and features:

Documents	View or attach supporting documentation.
Inquiry	Click to return to the Pending Updates page.


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