



## Pending Update Details



# Table of Contents

**Pending Update Details** ..... 1



# Pending Update Details



**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.

<b>Submitted For</b>	The student's name for which the request was submitted is displayed. One of the following is displayed:
	<ul style="list-style-type: none"> <li>• For a standard or static form, the form name is displayed.</li> <li>• For a dynamic form, the ASCENDER ParentPortal field type for which the update was requested is displayed.</li> </ul>
	<p>For a standard form, you can click  next to the form name to view the form in a pop-up window.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• Click <b>Spanish Version</b> to view a Spanish version of the form. Click <b>English Version</b> to return to the English version.</li> <li>• Click <b>Print</b> to print the form.</li> <li>• Click <b>OK</b> to close the window.</li> </ul>
<b>Current Value</b>	The current data for the field is displayed, if it exists. This only applies to dynamic form fields.
<b>New Value</b>	The newly submitted information is displayed. This only applies to dynamic form fields.
<b>Submitted By</b>	The name of the parent/guardian who submitted the request is displayed.
<b>Doc Reqd</b>	This field is currently not in use. <i>N</i> is always displayed for dynamic form fields.
<b>Decision</b>	
<b>Accept All</b>	Select to approve all of the student's pending update requests.
<b>Accept</b>	Select to approve a particular pending update.
<b>Reject All</b>	Select to reject all of the student's pending update requests.
<b>Reject</b>	Select to reject a particular pending update.
<b>Pending All</b>	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:

<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>
<b>Inquiry</b>	Click to return to the <a href="#">Pending Updates</a> page.



## Back Cover