



## 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 the txConnect parent portal.

## Update data:

To access this page, click  on the Pending Updates page. The details of the student's pending updates are displayed.

| Field   | Description   |
|---|---|
| <b>Submitted For</b>  | The student's name for which the request was submitted is displayed.  |
| <b>Field</b>  | 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>  |
| <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>   | If you reject an update: <ul style="list-style-type: none"> <li>• You must enter comments explaining your decision. Include detailed explanation and action required of the parent.</li> <li>• An email message is sent to the parent notifying him that the change was not approved.</li> </ul>  |
|  | Click to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens. <p><b>IMPORTANT!</b> Comments are required when you reject a request. Include detailed explanation and action required of the parent.</p> <ol style="list-style-type: none"> <li>Add or update comments as needed, up to 255 characters.</li> <li>Click <b>OK</b>.</li> <li>You must click <b>Save</b> on the Pending Updates page in order to save the updated data.</li> </ol> <p>A red comment icon  indicates that reviewer's comments exist for the request.</p> |

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.](#)

**Document Attachments**  
 The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

[Document Attachment-enabled pages:](#)

| Application     | Menu   |
|-----------------|--|
| Attendance      | Maintenance > Student > Student Inquiry (read-only access) |
|                 | Maintenance > Student > Student Posting > By Individual    |
| Discipline      | Maintenance > Student > Inquiry (read-only access)         |
|                 | Maintenance > Student > Maintenance > Maintenance          |
| Grade Reporting | Maintenance > Student > Individual Maint                   |
| Health          | Maintenance > Student Health                               |
| Registration    | Maintenance > Student Enrollment                           |
| Test Scores     | Maintenance > Individual Maintenance                       |

[Document types by folder and application:](#)

| File Extention  | Folder            | Document Type                |
|-----------------|-------------------|------------------------------|
| Attendance      | Attendance        | Notes                        |
| Attendance      | Attendance        | Other                        |
| Discipline      | Incidents         | Other                        |
| Grade Reporting | Grade Reporting   | IPR                          |
| Grade Reporting | Grade Reporting   | Report Card                  |
| Grade Reporting | Grade Reporting   | Transcript                   |
| Health          | Student Health    | Acanthosis                   |
| Health          | Student Health    | Food and Allergy             |
| Health          | Student Health    | Hearing                      |
| Health          | Student Health    | Immunization                 |
| Health          | Student Health    | Other                        |
| Health          | Student Health    | Physical Exam                |
| Health          | Student Health    | Spinal                       |
| Health          | Student Health    | TB                           |
| Health          | Student Health    | Vision                       |
| Registration    | Demographic       | Birth Certificate            |
| Registration    | Demographic       | Chemical Abuse Participation |
| Registration    | Demographic       | Directory Form               |
| Registration    | Demographic       | Employment Survey            |
| Registration    | Demographic       | Entry/Withdrawal             |
| Registration    | Demographic       | McKinney-Vento               |
| Registration    | Demographic       | Other                        |
| Registration    | Demographic       | Proof of Residence           |
| Registration    | Demographic       | SSN Card                     |
| Registration    | Bilingual/ESL     | Other                        |
| Registration    | Local Programs    | Other                        |
| Registration    | PRS               | Other                        |
| Registration    | Special Education | Other                        |
| Test Scores     | Test Scores       | College Assessments          |
| Test Scores     | Test Scores       | Other                        |
| Test Scores     | Test Scores       | State Assessments            |

[List of permissible file types:](#)  
 Maximum file size: 10MB

| File Extention | Folder  |
|----------------|---|
| .doc           | application/msword  |
| .docx          | application/vnd.openxmlformats-officedocument.wordprocessingml.document   |
| .gif           | image/gif   |
| .jpeg          | image/jpeg  |
| .jpg           | image/jpeg  |
| .pdf           | application/pdf   |
| .png           | image/png   |
| .pps           | application/vnd.ms-powerpoint   |
| .ppt           | application/vnd.ms-powerpoint   |
| .pptx          | application/vnd.openxmlformats-officedocument.presentationml.presentation |
| .tif           | image/tiff  |
| .tiff          | image/tiff  |
| .txt           | text/plain  |
| .xls           | application/vnd.ms-excel  |
| .xlsx          | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet         |

**Upload or view documents:**

Under **Document List:**

| Application  | Folder   |
|--|--|
| The application you are currently logged on to is displayed (e.g., Test Scores). | In some applications, you must select the folder for which you want to view or attach a document:  |
|  | <ul style="list-style-type: none"> <li>Different types of documents must be uploaded to specific folders.</li> <li>Changing the folder will change the document type options in the <b>Select Type</b> field.</li> </ul> |
|  | Some applications only have one folder, so no selection is necessary.  |
| <b>Select School Year</b>  | Select the school year for which you want to view documents. Student documents are stored by year.   |

Existing documents are displayed according to specified criteria.

Under **Document Upload:**

|                              |   |
|------------------------------|---|
| <b>Select File to Upload</b> | Click <b>Choose File</b> . Locate and select the document on your computer or network. The file name is displayed next to <b>Choose File</b> .<br><b>Note:</b> Files cannot be larger than 10MB or empty. |
| <b>School Year</b>           | Select the school year for which you want to view documents. Student documents are stored by year.  |
| <b>Select Type</b>           | Select the type of document you are uploading. The list varies according to your selection in the <b>Folder</b> field.  |
| <b>Description</b>           | Type an optional description of the document.<br><b>Note:</b> The description cannot be longer than 255 characters.   |

|                    |   |
|--------------------|---|
| <b>Upload File</b> | Click to upload the file for the student.   |
|                    | The document is listed in the <b>Document List</b> section.   |
|                    | The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document. |

Any changes made in the Document Options window are saved when you close the window.

|                    |   |
|--------------------|---|
| <b>Type</b>        | Click the link in the <b>Type</b> column to download the file to your PC to view it.                                      |
| <b>Choose File</b> | Click again to add another document, and repeat the steps for uploading a document.                                       |
|                    | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document. |

**NOTES** Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.

**Inquiry** Click to return to the [Pending Updates](#) page.



## Back Cover