pendingupdatesdetails

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Pending Update Details

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

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
Decision	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.
Field	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.
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 For	The student's name for which the request was submitted is displayed.
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.
	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.

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

11. Click Save.

12. If the Documents button is provided, click Documents to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

13. Click Inquiry to return to the Inquiry page.


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