
ASCENDER
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Demo2

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Registration > Maintenance > Student Enrollment > Demo2

This tab allows you to view and update a student's additional demographic data. The information on the Demo2 tab is not required for enrollment; however, entering a complete demographic record is recommended.

> The Demo2 tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

Update data:

Under **Counselor Information**:

Counselor Information	Select the student's counselor. The counselor must already be established on the Principal/Counselor tab. **NOTE**: If the student does not have a control number assigned, but does have a counselor assigned, the counselor's name will be displayed/printed on the student's report card in the **Counselor/Homeroom Teacher** field.
Dt Entry 5th Grd	Type the date on which the student entered 5th grade. Use the MMDDYYYY format, or click to select the date from a calendar. This field is not displayed prior to the 2018-2019 school year.
Dt Entry 8th Grd	Type the date on which the student entered 8th grade. Use the MMDDYYYY format, or click to select the date from a calendar. This field is not displayed prior to the 2018-2019 school year.
Dt Entry 9th Grd	Type the date on which the student entered 9th grade. Use the MMDDYYYY format, or click to select the date from a calendar. This field is used for personal graduation plans (PGPs). • This field is automatically updated for 8th grade students when Move to Grade Reporting is run. • When this field is entered for a new student, or when a blank field is updated for an existing student, the student's **Cohort** field is automatically updated based on this date plus four years. The update occurs when you press TAB. Be sure to save before leaving the page. **IMPORTANT:** Once the **Cohort** field is updated, the field becomes read only and cannot be changed. If this happens in error, you must delete the student's **Dt Entry 9th Grd** and save. The **Cohort** field is cleared. Then, reenter the data and save.

District Entry Date	Type the date on which the student first enrolled in the District. This may be on the current school year or a Historical year date. Use the MMDDYYYY format, or click to select the date from a calendar. For new students registered from Maintenance > Online Registration > New Student Enrollment, this field is automatically populated with the date on which the student was enrolled. The date is also used for students who did not pass the 10th grade Exit Level TAKS test and changed districts. It is used to extract the students for the fall Exit Level TAKS test.
Birth City	Type the city in which the student was born, up to 17 characters.
Birth State	Type the two-character abbreviation for the state in which the student was born (e.g., TX).
Birth Country	Select the country in which the student was born. The listed countries are set up on Maintenance > District Profile > Tables > Country Codes. **NOTE:** Once you accept the student's Home Language Survey, this field is updated according to the parent's answer to the question **What is the student's country of birth?** The field will be blank if the parent entered a country manually instead of selecting it from the drop-down list.
Cohort	The cohort year is the student's **Dt Entry 9th Grd** plus four years. A cohort is a group of students tracked from the beginning of a school year through the fall after the expected graduation date, regardless of final status. The cohort year is the ending school year when the student is expected to graduate. The field is automatically populated when you enter the student's **Dt Entry 9th Grd**, press TAB, and save. If the month entered is between July and December, add 4 years to the Cohort year, otherwise add 3 years. Once updated, the field becomes read-only. The student's cohort year should not be changed unless it was entered in error. To update the cohort year, clear the student's **Dt Entry 9th Grd** and save. Then, reenter the **Dt Entry 9th Grd** field, press TAB, and save.

Under **Miscellaneous**:

Primary Language	Click to select the primary language spoken by the student. If blank, the value in **Default Home Language Cd** on Maintenance > District Profile > Control Info is used to supply this information on reports. **NOTE:** Once you accept the student's Home Language Survey, this field is updated according to the parent's answer to the question **What language does the child speak most of the time?**
Immig Tracking	Type the two-digit number of years the student has been eligible to receive services through the Emergency Immigrant Education Act, if applicable.
Headstart Code	Indicate the student's eligibility for and participation in the Headstart program.
Alien Tuition Cd	Select if the student pays tuition because of his alien status.
Parent Federal Connected	Select if either of the student's parents is federally connected.

Att Zone Home Campus	For districts using Attendance Zones: • If **Auto Update Home Campus from Attendance Zones** is selected on Registration > Maintenance > District Profile > District Maintenance > Attendance Zone Options, this field is disabled and automatically populated with the student's home campus (by comparing the student's physical address to the list of campuses having the same physical address, and identifying the campus in which student's grade level falls within). • If **Auto Update Home Campus from Attendance Zones** is not selected, this field can be manually entered. This field is only enabled for campuses using Attendance Zones.
SAT-ACT-TSIA Reimburse	Select to indicate that a prior or current LEA has received the one-time allowed SAT, ACT, or TSIA fee reimbursement for the student. If selected, it will be included in the Registration > Utilities > TREx Export. This check box will be disabled if the LEA already selected it in a prior school year.

Receive/Transfer	**Previous District**	Type the name of the district or the county-district number that the student attended prior to his current enrollment, if applicable, up to eight characters.
	Previous Campus	Type the three-digit ID for the campus the student attended prior to his current enrollment.
	Last Year Campus	The campus the student attended last year is displayed. When Move to Grade Reporting is performed, the current campus is moved to this field.
	Last Year Grade	This field is automatically populated with the value entered by the parent when enrolling the student via ASCENDER ParentPortal New Student Enrollment, or whatever value was saved when accepting the new student via Registration > Maintenance > Online Registration > New Student Enrollment > Register Student. Otherwise, type the student's grade level in the previous school year.
	Records Request	Select the location or type of school that requested the student's records. The field applies only to withdrawn students. The codes listed for this field are set up on Maintenance > District Profile > Tables > Records Requested Codes.
	Records Forward	If the student withdrew and **Records Request** indicates that the student's records were requested, indicate if the campus sent the student's records to the requestor. The code entered is user-defined, up to three characters (e.g., YES) and should have some meaning to the campus or district. The field applies only to withdrawn students. Leave blank if records were not sent.

Locker	The data in these fields is used by the Locker Number Assignment utility.
	Number — Type the number for the locker assigned to the student. The number is zero-filled if fewer than six characters are entered.
	Combination 1 — Type the lock combination for the student's locker, up to nine characters.
	Combination 2 — Type the second combination that opens the lock, up to nine characters. Leave blank if there is no second combination.
Magnet School	
	Magnet this year — Select if the student is currently in a magnet program.
	Magnet next year — Select if the student will be in a magnet program next school year.
Local Use	The labels (i.e., field descriptions) for the following fields are displayed according to the descriptions entered on Maintenance > District Profile > Tables > Local Use Codes. The district defines the codes and how they are used. You may be required to enter data in these fields if indicated on the Local Use Codes tab.
	Local Use Codes — Four one-character fields are displayed that can be used to record any information about the student as requested by the district.
	Function — Two one-character fields are displayed that can be used to record any information about the student as requested by the district.
	Undefined Prgrm — A one-character field is displayed that can be used to record any information about the student as requested by the district.

Click **Save**.

Comments

View or add comments.
Click to view or add comments about the student. The Comments window opens.

If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.

Hist Directory

Retrieve a student enrolled in a prior school year.
From all Registration > Maintenance > Student Enrollment tabs, you can click **Hist Directory** to open the Historical Directory, which is used to search students who were enrolled in a prior school year and select a student for re-enrollment.

Enter data in one or more of the following fields, or leave all fields blank.

Last Name	Type all or part of the student's last name to retrieve students whose last name *begins with* the letters you have typed.
First Name	Type all or part of the student's first name to retrieve students whose first name *begins with* the letters you have typed.
Stu ID	Type all or part of the student's ID to retrieve students whose ID *begins with* the characters you typed.
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
SSN	Type all or part of the student's social security number to retrieve students whose SSN *begins with* the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**. The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

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If there are multiple pages, page through the list.
•
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.

The list include enrollment records from the current year and previous years.
• A blue link indicates a student who is not currently enrolled and can be re-enrolled.

• A black link indicates a student who is currently enrolled; these students cannot be re-enrolled.

• **You can only click a row for the most recent year the student was enrolled**; records for earlier school years are not hyperlinked.

When you locate the student you want to re-enroll, click either the student ID or school year.

• If the student's latest enrollment is in the current school year, a message indicates that the student is currently enrolled. Click **OK**.

• If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year. Click **Yes**, and the Student Enrollment page opens allowing you re-enroll that student.

Click **Cancel** to return to the previous page without selecting a student.

Bus Info

View or update the student's bus information.

Eligible	Indicate the student's eligibility to ride the school bus.
Seat	Type the school bus seat assigned to the student, up to three characters.

The following fields are user-defined:

Route	Type the code indicating the student's bus route, up to three characters.
Run	Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs.
Pickup Stop	Type the code identifying the bus stop where the student is picked up for school, up to six characters.
Dropoff Stop	Type the code identifying the bus stop where the student is dropped off from school, up to six characters. Leave blank unless you maintain both pickup and dropoff stop information.
Pickup Assgnd	Type a one-character code indicating if the student's pickup bus stop is assigned.
Dropoff Assgnd	Type the one-character code indicating if the student's drop-off bus stop is assigned.
Pickup Route	Type the code identifying the student's bus route when he is picked up for school, up to six characters. Leave blank unless the **Pickup Route** is different from **Route** and you maintain both pickup and drop-off route fields.
Dropoff Route	Type the code identifying the student's bus route when he is dropped off from school, up to six characters. Leave blank unless the **Dropoff Route** is different from **Route** and you maintain both pickup and drop-off route fields.
Special Education	These fields display information from the Special Education application if applicable. The data can be updated on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information under **Related Services**.

Transportation	The field indicates if the student is eligible for special education transportation.
Special Seating	The field is selected if the school provides the student any special chairs or seating equipment.
Wheelchair	The field is selected if the student uses a wheelchair.

The Student Bus Information report (SRG1300) provides a list of the bus transportation information entered for each student.
The button does not appear until you retrieve a student on the Student Enrollment page.

Medical Alert

View medical alert.
The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency.

Click to view the student's medical alert information.

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.presentationalml.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	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the **Select Type** field. Some applications only have one folder, so no selection is necessary.
Select School Year	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:**

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

Upload File	Click to upload the file for the student. The document is listed in the **Document List** 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.

Type	Click the link in the **Type** column to download the file to your PC to view it.
Choose File	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.


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