
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Demo2

Table of Contents

Demo2 1

Demo2

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.

❑ Under **Dual Language Immersion**:

This data is reported through the Texas Record Exchange (TREx) per SB 671.

Year-Language 01-05	For each year, indicate the language other than English (LOTE) in which the student is receiving instruction in a dual language immersion program. If **Year 05 Language** has a value, **Completion Year** is required.
Assessment Date	Enter the date on which the student: • Achieved high levels of academic competence as demonstrated by performance of meets or masters grade level on the STAAR in English or Spanish, as applicable; and • Achieved proficiency in both English and a LOTE as demonstrated by scores of proficient or higher in the reading and speaking domains on language proficiency or achievement tests in both languages. Use the MMDDYYYY format. Or, click to select the date from a calendar.
Completion Year	Type the four-digit year in which the student successfully completed the dual language immersion program. The field is required if all five **Year-Language** fields have values. The field must be blank if **Year 05 Language** is blank.

❑ Under **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.

❑ Under **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.

❑ Under **ECDS Assessments**:

PK Beginning of Year	Enter the date the beginning-of-year reading assessment was administered to the student.
PK End of Year	Enter the date the end-of-year reading assessment was administered to the student.
KG Beginning of Year	Enter the date the beginning-of-year reading assessment was administered to the student.

❑ Under **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.

❑ Under **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.

❑ Under **Census Block**:

Census Block	Type the census block number, up to 12 characters, that indicates the census block in which the student resides.
Begin Date	Type the begin date using the MMDDYYYY format. Or, click to select the date from a calendar.
End Date	Type the end date using the MMDDYYYY format. Or, click to select the date from a calendar.

❑ Under **Bus Info**:

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:

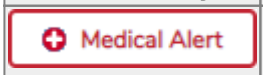
Route	Type the code indicating the student's bus route, up to three characters.
Run	Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs.
Pickup Stop	Type the code identifying the bus stop where the student is picked up for school, up to six 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.

❑ Click **Save**.

Other functions and features:

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.
TEA Unique ID	Request an Unique ID from the state. Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.
Hist Directory	Retrieve a student enrolled in a prior school year.
	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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover