
ASCENDER
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# Forms

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# Forms

***Registration > Maintenance > Student Enrollment > Forms***

This tab allows you to view the status of a student's registration and maintain submission dates for hand-delivered forms.

In the txConnect parent portal, there are three types of forms a parent/guardian can submit.

Form information is displayed differently on this tab depending on the form type.

- **Static Forms (Hand Delivered by Parent)** - A static form is an electronic version of a paper form (such as a PDF or Word document) that is provided to the parent via txConnect but cannot be submitted online. The parent can print, complete, and hand deliver the form to the campus. If the static form is required by the district or campus, you can manually record the date on which the parent submitted the form.
- **Dynamic Forms** - A dynamic form is a web-based form that the parent can complete and submit online via txConnect. If the parent submitted a change to any editable field in a dynamic form via txConnect, the each field change must be approved/rejected individually on Maintenance > Online Registration > Pending Updates.
- **Standard Forms** - A standard form is an electronic version of a common form required at districts throughout Texas. Some standard forms may require data entry from the parent, and other standard forms may simply need to be acknowledged. A parent can review, update, and acknowledge the form via txConnect. Or, you can manually record the date on which the parent submitted the form in person.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in txConnect Admin on the Forms Management pages.

- If a parent acknowledges the form via txConnect, you can view the form data and submission date.
- If a parent submits a form change via txConnect, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was submitted.

The Forms 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.

screen shot:

## Update data:

All current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- 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.

| Field | Description |
|---|---|
| **filters** | You can filter the listed forms: |
| **Form Name** | The name of each form is displayed. |
| **Submit Date** | For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ASCENDER ParentPortal is displayed.<br><br>If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click to select the date from a calendar, and click **Save**.<br><br>The date is saved in the **Submit Date** field.<br><br>**IMPORTANT:** You cannot enter a date unless you have filtered for one school year. If the **Sch Yr** field has both school years selected, or if no school year is selected, the field is disabled. |
| **Submitter ID** | For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via ParentPortal is displayed, according to the ID used to log on to ParentPortal.<br><br>If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the **Submit Date** date is displayed, according to the ID used to log on to ASCENDER. |
| **Approval Date** | For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed.<br><br>'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment. |

| Field | Description |
|---|---|
| **Approver ID** | For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to ASCENDER.<br><br>'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment. |
| **Required Form** | Y or N is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. N is only displayed if the form is not required in any group; otherwise, Y is displayed. |
|  | **For Static Forms:**<br>The icon is not displayed.<br>**For Dynamic Forms:**<br>Click to view details of the requested change(s). Fields that have new or updated values are listed.<br>Click  to view details of the requested change(s). A dynamic form is displayed as a table of fields and values. Only fields that have new or updated values are listed.<br><br>**Request Type** — **New Record** is displayed if no data currently exists. **Update** is displayed if the parent requested to change the existing data. **Delete** is displayed if the parent requested to remove the existing data.<br>**Field** — The field indicates which data is being updated.<br>**New Value** — The new value entered by the parent in ASCENDER ParentPortal is displayed.<br>**Status** — **Accepted** is displayed (in green) if the campus administrator accepted the change.<br><br>**Rejected** is displayed (in red) if the campus administrator rejected the change.<br><br>**Pending** is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.<br>❑ Click **Print** to print the form.<br><br>❑ Click **OK** to close the form.<br>**For Standard Forms:**<br>Click to view the form. The standard form is displayed which contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.<br>Click  to view a standard form. The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.<br><br>**NOTE**: For record status 5 students (*not currently enrolled in this district, will attend next year*), the submitted forms are displayed in the current year only. After Annual Student Data Rollover (ADSR) is run, the next year forms will be listed as the student's current year forms. |

## Other functions and features:

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|---|---|
| **Comments** | View or add comments.<br>Click to view or add comments about the student. The Comments window opens.<br><br>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.<br><br>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.<br>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.

•
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.

**Bus Info**

View or update the student's bus information.

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|---|---|
| **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. |

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

The following fields are user-defined:

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|---|---|
| **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**.<br><br>**Transportation** — The field indicates if the student is eligible for special education transportation.<br>**Special Seating** — The field is selected if the school provides the student any special chairs or seating equipment.<br>**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)<br>Maintenance > Student > Student Posting > By Individual |
| Discipline | Maintenance > Student > Inquiry (read-only access)<br>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:<br>• Different types of documents must be uploaded to specific folders.<br>• Changing the folder will change the document type options in the **Select Type** field.<br>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**.<br>**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.<br>**Note**: The description cannot be longer than 255 characters. |

| | |
|---|---|
| **Upload File** | Click to upload the file for the student.<br>The document is listed in the **Document List** section.<br>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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