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Forms

Table of Contents

Forms 1

Forms

Registration > Maintenance > Student Enrollment > Forms

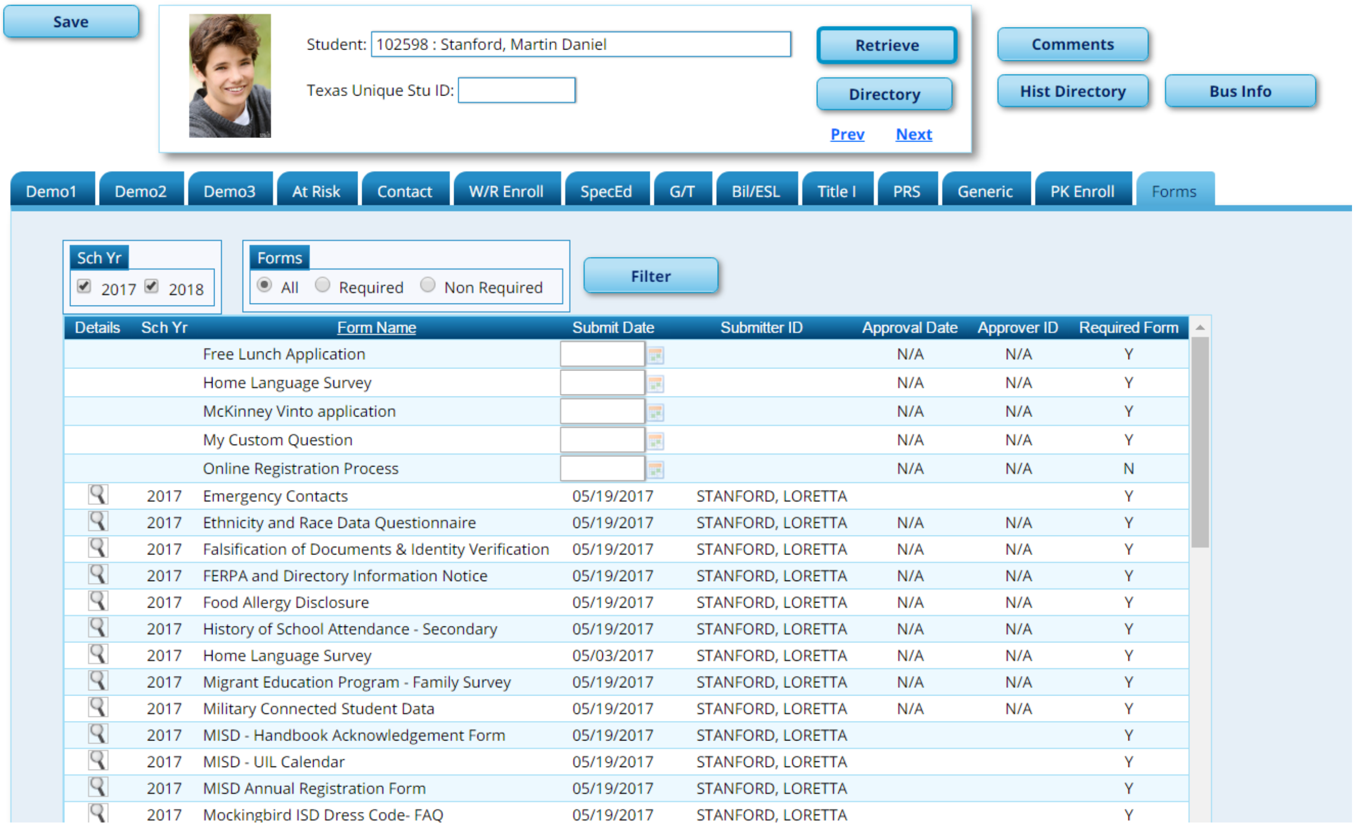
This tab allows you to view the status of a student's registration and maintain submission dates for hand-delivered forms.

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

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 ParentPortal Admin on the Forms Management pages.

- If a parent acknowledges the form via ParentPortal, you can view the form data and submission date.
- If a parent submits a form change via ParentPortal, 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 delivered.

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.



Student: 102598 : Stanford, Martin Daniel

Texas Unique Stu ID:

Sch Yr ☑ 2017 ☑ 2018

Forms ● All ○ Required ○ Non Required

Details	Sch Yr	Form Name	Submit Date	Submitter ID	Approval Date	Approver ID	Required Form
		Free Lunch Application			N/A	N/A	Y
		Home Language Survey			N/A	N/A	Y
		McKinney Vinto application			N/A	N/A	Y
		My Custom Question			N/A	N/A	Y
		Online Registration Process			N/A	N/A	N
	2017	Emergency Contacts	05/19/2017	STANFORD, LORETTA			Y
	2017	Ethnicity and Race Data Questionnaire	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	Falsification of Documents & Identity Verification	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	FERPA and Directory Information Notice	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	Food Allergy Disclosure	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	History of School Attendance - Secondary	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	Home Language Survey	05/03/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	Migrant Education Program - Family Survey	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	Military Connected Student Data	05/19/2017	STANFORD, LORETTA	N/A	N/A	Y
	2017	MISD - Handbook Acknowledgement Form	05/19/2017	STANFORD, LORETTA			Y
	2017	MISD - UIL Calendar	05/19/2017	STANFORD, LORETTA			Y
	2017	MISD Annual Registration Form	05/19/2017	STANFORD, LORETTA			Y
	2017	Mockingbird ISD Dress Code- FAQ	05/19/2017	STANFORD, LORETTA			Y

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.

Filters	
You can filter the listed forms:	
Sch Yr	Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year). For example, if it is currently the 2019-2020 school year, and registration is open for the 2020-2021 school year, select **2020** to see student form changes submitted for the current school year, and/or select **2021** to see form changes submitted from online registration. Move to Grade Reporting (MTGR) affects the school years displayed. After MTGR is run, the previous school year drops off, and the next school year is added.

Filters	
Forms	Select which forms you want to view for the selected school year(s).
❏ Click **Filter**.	
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. 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**. The date is saved in the **Submit Date** field. **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. 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. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.
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. '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.
Click 🔍 to view the form details.	
NOTE: For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.	
DYNAMIC FORMS	

If the parent submitted a change to any editable field in a dynamic form via ASCENDER ParentPortal, the each field change must be approved/rejected individually on Maintenance > Online Registration > Pending Updates.

If multiple changes have been submitted, the fields display data for the most recent change submitted.

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.
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.

Field	The field indicates which data is being updated.
New Value	The new value entered by the parent in ASCENDER ParentPortal is displayed.
Status	**Accepted** is displayed (in green) if the campus administrator accepted the change. **Rejected** is displayed (in red) if the campus administrator rejected the change. **Pending** is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.

☐ Click **Print** to print the form.

☐ Click **OK** to close the form.

STANDARD

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.

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.

Spanish Version	Click to view the Spanish version of the form if it is available.
English Version	Click to return to the English version of the form.

☐ Click **Print** to print the English or Spanish version of the form.

☐ Click **OK** to close the form.

☐ Click **Save** if you entered or changed a date.

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.

<table>
<tr><td>Hist Directory</td><td>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.
<table>
<tr><td>Last Name</td><td>Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.</td></tr>
<tr><td>First Name</td><td>Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.</td></tr>
<tr><td>Stu ID</td><td>Type all or part of the student's ID to retrieve students whose ID <i>begins with</i> the characters you typed.</td></tr>
<tr><td>Texas Unique Stu ID</td><td>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> 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.</td></tr>
<tr><td>SSN</td><td>Type all or part of the student's social security number to retrieve students whose SSN <i>begins with</i> the characters you typed.</td></tr>
</table>

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.
Click Cancel to return to the previous page without selecting a student.</td></tr>
<tr><td>Bus Info</td><td>View or update the student's bus information.
<table>
<tr><td>Eligible</td><td>Indicate the student's eligibility to ride the school bus.</td></tr>
<tr><td>Seat</td><td>Type the school bus seat assigned to the student, up to three characters.</td></tr>
</table>
The following fields are user-defined:
<table>
<tr><td>Route</td><td>Type the code indicating the student's bus route, up to three characters.</td></tr>
<tr><td>Run</td><td>Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs.</td></tr>
<tr><td>Pickup Stop</td><td>Type the code identifying the bus stop where the student is picked up for school, up to six characters.</td></tr>
<tr><td>Dropoff Stop</td><td>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.</td></tr>
<tr><td>Pickup Assgnd</td><td>Type a one-character code indicating if the student’s pickup bus stop is assigned.</td></tr>
<tr><td>Dropoff Assgnd</td><td>Type the one-character code indicating if the student’s drop-off bus stop is assigned.</td></tr>
<tr><td>Pickup Route</td><td>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.</td></tr>
<tr><td>Dropoff Route</td><td>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.</td></tr>
<tr><td>Special Education</td><td>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.
<table>
<tr><td>Transportation</td><td>The field indicates if the student is eligible for special education transportation.</td></tr>
<tr><td>Special Seating</td><td>The field is selected if the school provides the student any special chairs or seating equipment.</td></tr>
<tr><td>Wheelchair</td><td>The field is selected if the student uses a wheelchair.</td></tr>
</table></td></tr>
</table>

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.</td></tr>
<tr><td>⊕ Medical Alert</td><td>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.</td></tr>
</table>

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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Back Cover