ASCENDER PARENT PORTAL

ASCENDER GUIDES

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ELEVATING TECHNOLOGY SOLUTIONS



Campus: Review & Accept Data Changes

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ParentPortal Admin: New Student Enrollment, Online Registration, & Data Updates

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These steps are completed in TxEIS Registration.

Once a parent has a valid ParentPortal ID for an enrolled student, the parent can add a student to his ASCENDER ParentPortal account and access the student's attendance, grades, and more. If the district has enabled parents to update a student's registration data, a parent can complete annual online registration for the upcoming school year, as well as submit changes to his student's current year data from ParentPortal, such as address and telephone number changes.

As parents update data for their students, campus staff must review and approve each change.

The parent can also review, complete, and submit forms via ParentPortal. As parents review and submit forms from ParentPortal, the campus staff can monitor the status and identify students who are missing required forms.

Follow these steps to monitor and approve data changes, and identify students who are missing forms.

Campus: Review & Accept Data Changes (PDF) (prints separately)

Prerequisites:

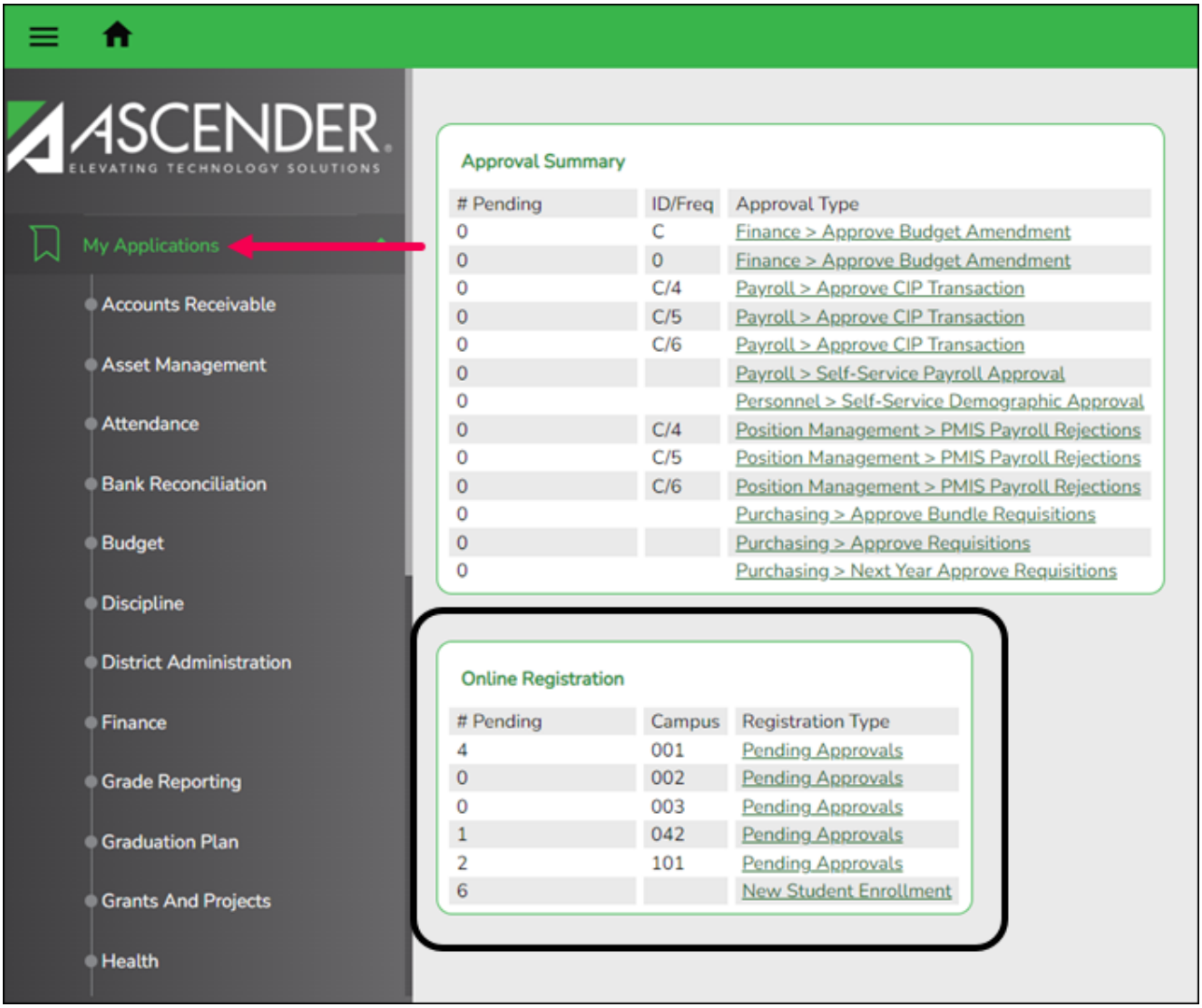
- The steps in this guide must be completed in Registration by a user who has access to the pages described in these steps. Basic knowledge of the Registration application is assumed.
- For online registration changes, the district must have enabled parents to update student registration data online for the upcoming school year (i.e., the **Active Online Registration From** and **To** date fields must be set to allow parents a window of time in which to register.)
- For updates to a student's current year records, the district must have enabled parents to update student data online (i.e., the **Allow parents access to Student Data forms** field must be set to Yes.) See District: Set Up & Enable Forms.

1. Review submitted changes.

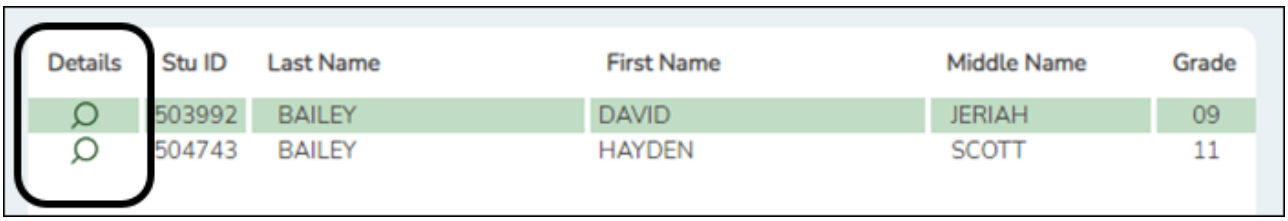
   Registration > Maintenance > Online Registration > Pending Updates

The Pending Updates page allows you to review and approve or reject a student's pending updates received from ParentPortal. The list includes changes submitted for online registration, as well as student data change requests for the current year.

On the ASCENDER landing page, the number of students with pending data updates is displayed.



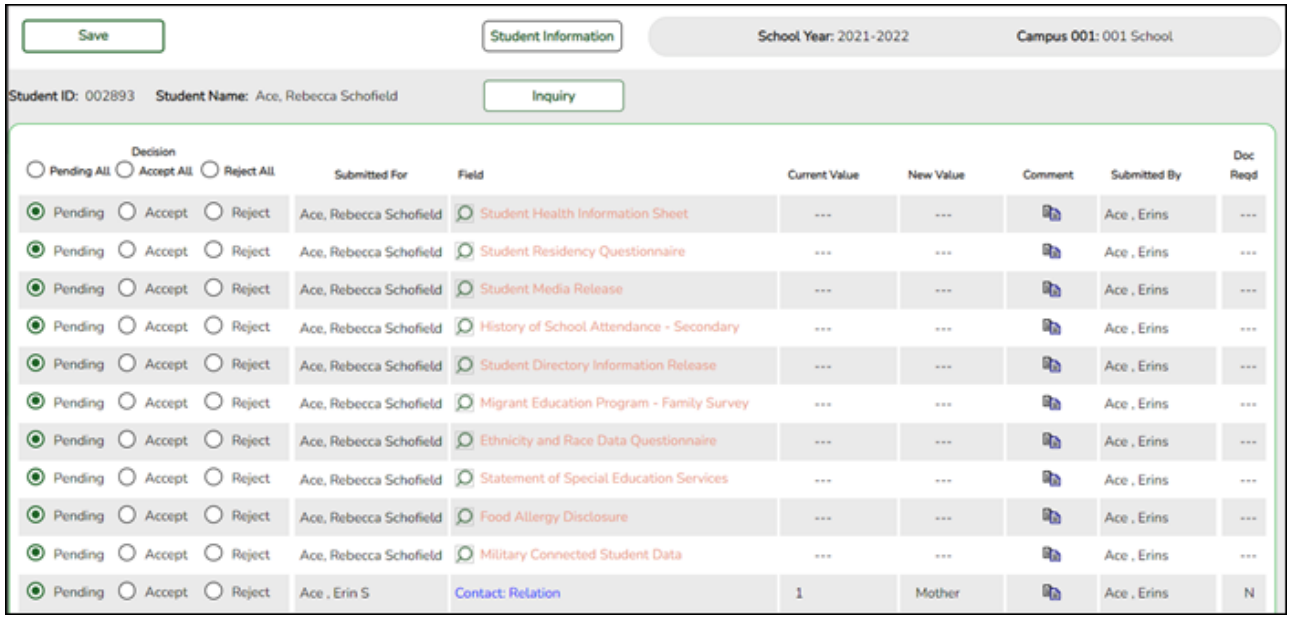
On *Registration > Maintenance > Online Registration > Pending Updates* a list of students who have pending update requests is displayed.



☐ Click to view the details of the pending updates.

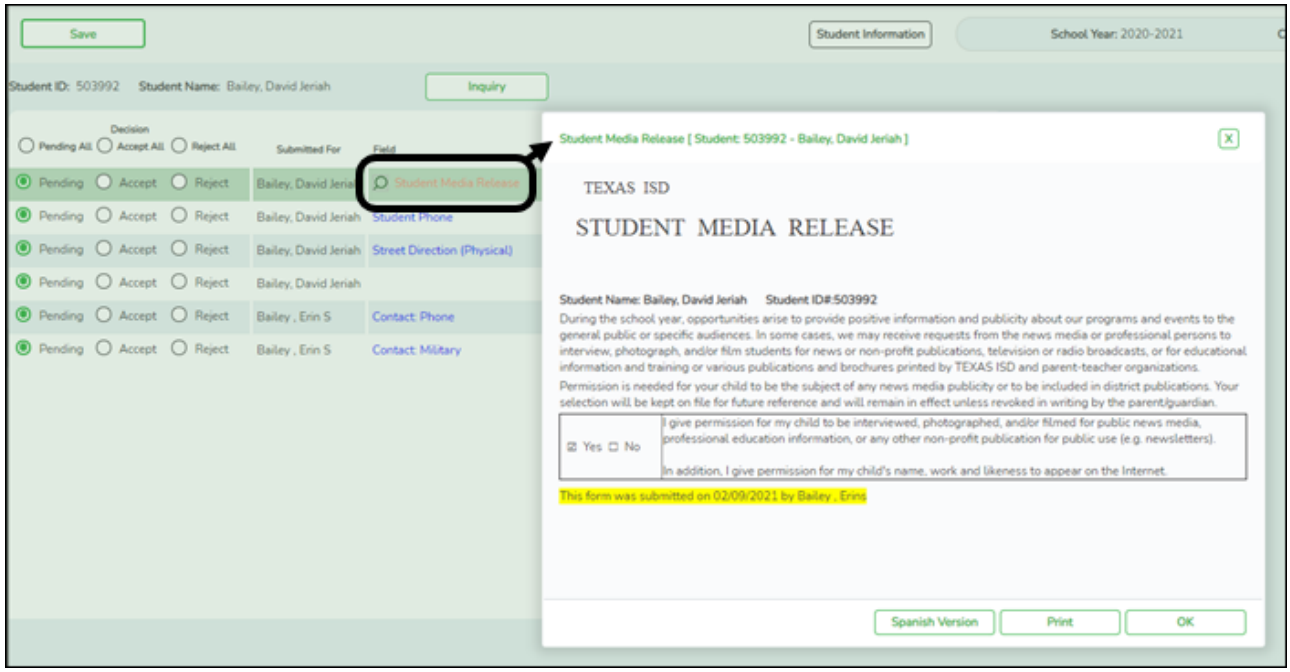
The student's data is displayed on the ***Pending Update Details*** page where you can

approve or deny each pending update.



Submitted For	The student's name for which the request was submitted is displayed.
One of the following is displayed: • For a standard or static form, the form name is displayed. • For a dynamic form, the ParentPortal field type for which the update was requested is displayed.	

For a standard form, you can click next to the form name to view the form in a pop-up window.



NOTE: If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields.

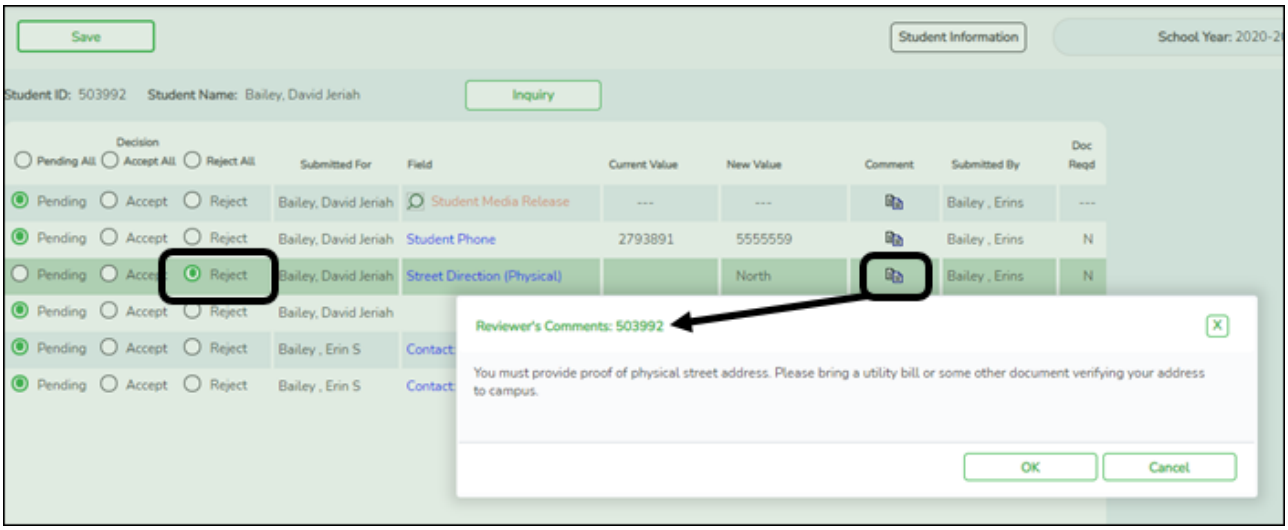
• Click **Spanish Version** to view a Spanish version of the form. Click **English Version** to return to the English version.

• Click **Print** to print the form.

• Click **OK** to close the window.

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 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.
Decision:	
Accept All	Select to approve all of the student's pending update requests.
Accept	Select to approve a particular pending update.
Reject All	Select to reject all of the student's pending update requests.
Reject	Select to reject a particular pending update.
Pending All	Select to revert all requests to a pending status. This must be done prior to saving.
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.	

❑ 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.

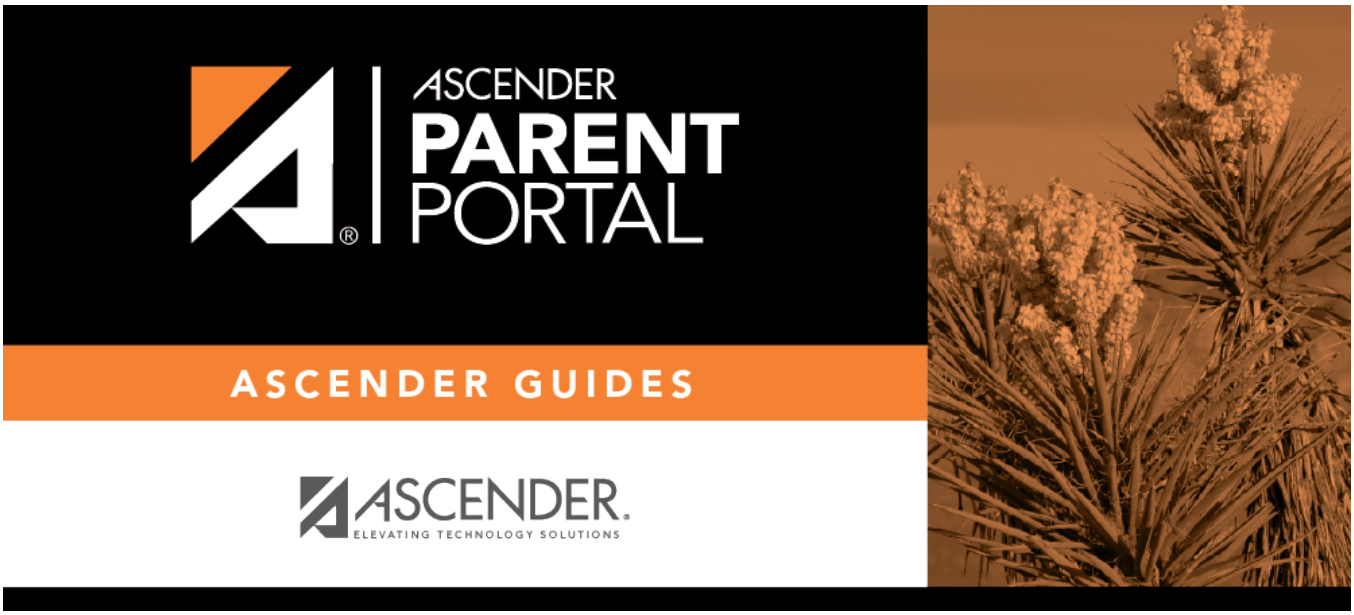
A red comment icon indicates that reviewer's comments exist for the request.

❑ Click **Save**.

NOTE: Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the ***Pending Updates*** page.

2. Monitor student form submission.

3. Run reports.


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