



ASCENDER GUIDES



Table of Contents

Registration > Maintenance > Student Enrollment > Forms

Once you have completed the student's enrollment and assigned a student ID, the Forms tab displays forms submitted by parents during New Student Enrollment. You can also view any documents attached, such as birth certificate, driver licence, etc.

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 (ASDR) is run, the next year forms will be listed as the student's current year forms.

The screenshot displays the 'Forms' tab for a student named ACE, REBECCA SCHOFIELD. The interface includes a 'Save' button, 'Student Information' tab, and a 'School Year: 20' dropdown. A 'Documents' button is highlighted. Below the student information, there are tabs for 'Comments', 'Bus Info', and 'Documents'. A 'Filter' button is present above the forms table. The table lists various forms submitted for the 2022 school year, including 'Contacts', 'Ethnicity and Race Data Questionnaire', 'FERPA and Directory Information Notice', 'Food Allergy Disclosure', 'History of School Attendance - Secondary', 'Migrant Education Program - Family Survey', 'Military Connected Student Data', 'Registration', 'Statement of Special Education Services', 'Student Directory Information Release', 'Student Health Information Sheet', 'Student Media Release', and 'Student Residency Questionnaire'. The table columns include 'Sch Yr', 'Form Name', 'Date', 'Student Name', and 'Status'.

Sch Yr	Form Name	Date	Student Name	Status
2022	Contacts	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Ethnicity and Race Data Questionnaire	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Falsification of Documents & Identity Verification	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	FERPA and Directory Information Notice	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Food Allergy Disclosure	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	History of School Attendance - Secondary	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Migrant Education Program - Family Survey	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Military Connected Student Data	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Registration	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Statement of Special Education Services	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Student Directory Information Release	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Student Health Information Sheet	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Student Media Release	09/15/2021	ACE, ERIN SCHOFIELD	Y
2022	Student Residency Questionnaire	09/15/2021	ACE, ERIN SCHOFIELD	Y

☐ You can filter the listed forms:

Sch Yr	Indicate the school year for which you want to view new enrollment data. If the student enrolled during the current school year, select the current school year. If the student is enrolling in the upcoming school year, select the next school year. Annual Student Data Rollover (ASDR) affects the school years displayed. After ASDR is run, the previous school year drops off, and the next school year is added.
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	<p>For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ParentPortal is displayed.</p> <p>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 the calendar icon to select the date from a calendar, and click Save.</p> <p>The date is saved in the Submit Date field.</p> <p>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.</p>
Submitter ID	<p>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.</p> <p>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.</p>
Approval Date	'N/A' is displayed for any form submitted during New Student Enrollment.
Approver ID	'N/A' is displayed for 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 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.

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

2025/09/14 07:41

Comments

Bus Info

Documents

Document Options

X

Document List

Application: REGISTRATION Folder: DEMOGRAPHIC Select School Year: All

Delete	School Year	Type	Description	Upload Date/Time	Upload User
No matching records found					

Document Upload

Select File to Upload: Choose File No file chosen

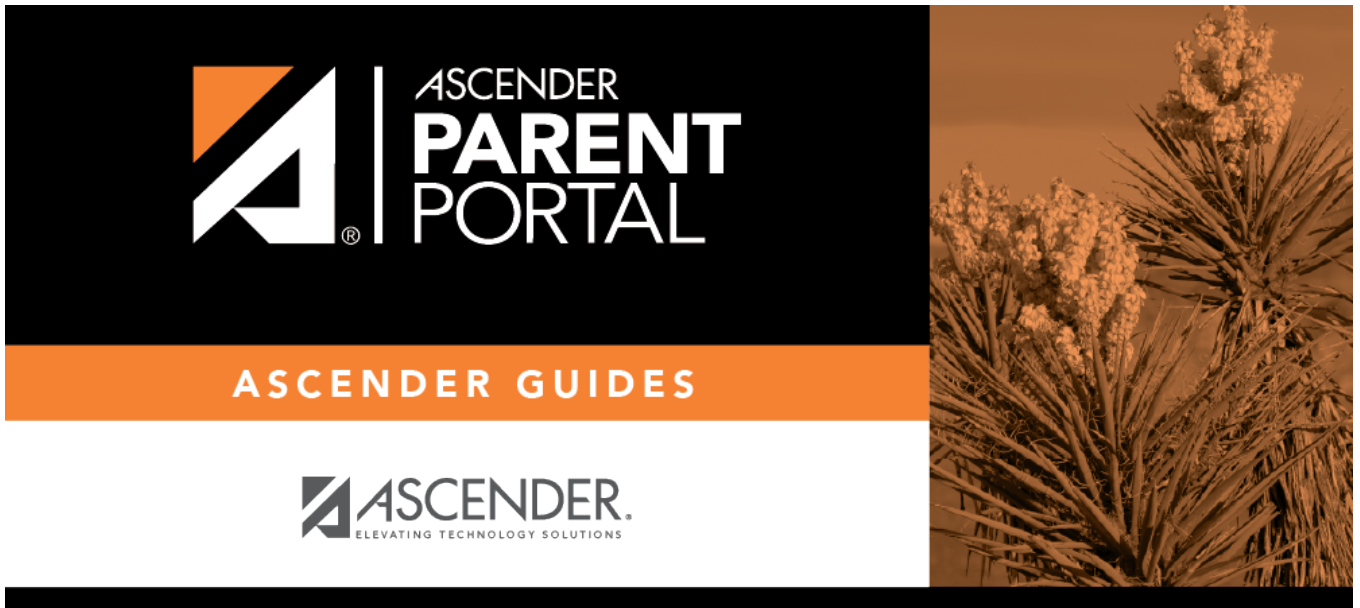
School Year: 2022

Select Type: BIRTH CERTIFICATE

Description:

Upload File

Close



Back Cover