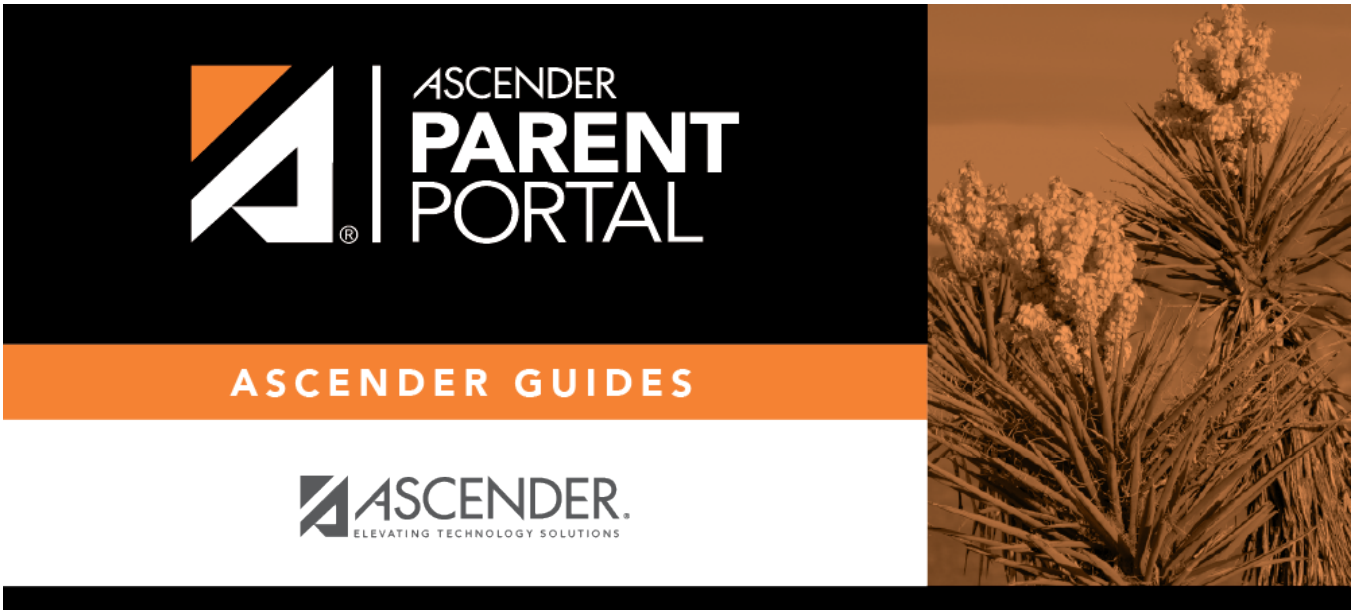



# Parent: Add/Register Student

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

# Parent: Add/Register Student

With a ParentPortal ID, the parent can add the student to his ASCENDER ParentPortal account and complete online registration for returning students.

Parent: Add/Register Student (PDF) (prints separately) (IS THIS NEEDED FOR PARENTS?)

Prerequisites:

- This guide assumes that several required steps have already been performed by the district to enable Returning Student Registration and/or Student Data Maintenance at the campus. See District: Set Up & Enable Forms.
- This guide also assumes that:
  - The student is enrolled in the district.
  - The parent's email address for the student is verified via ParentPortal. *

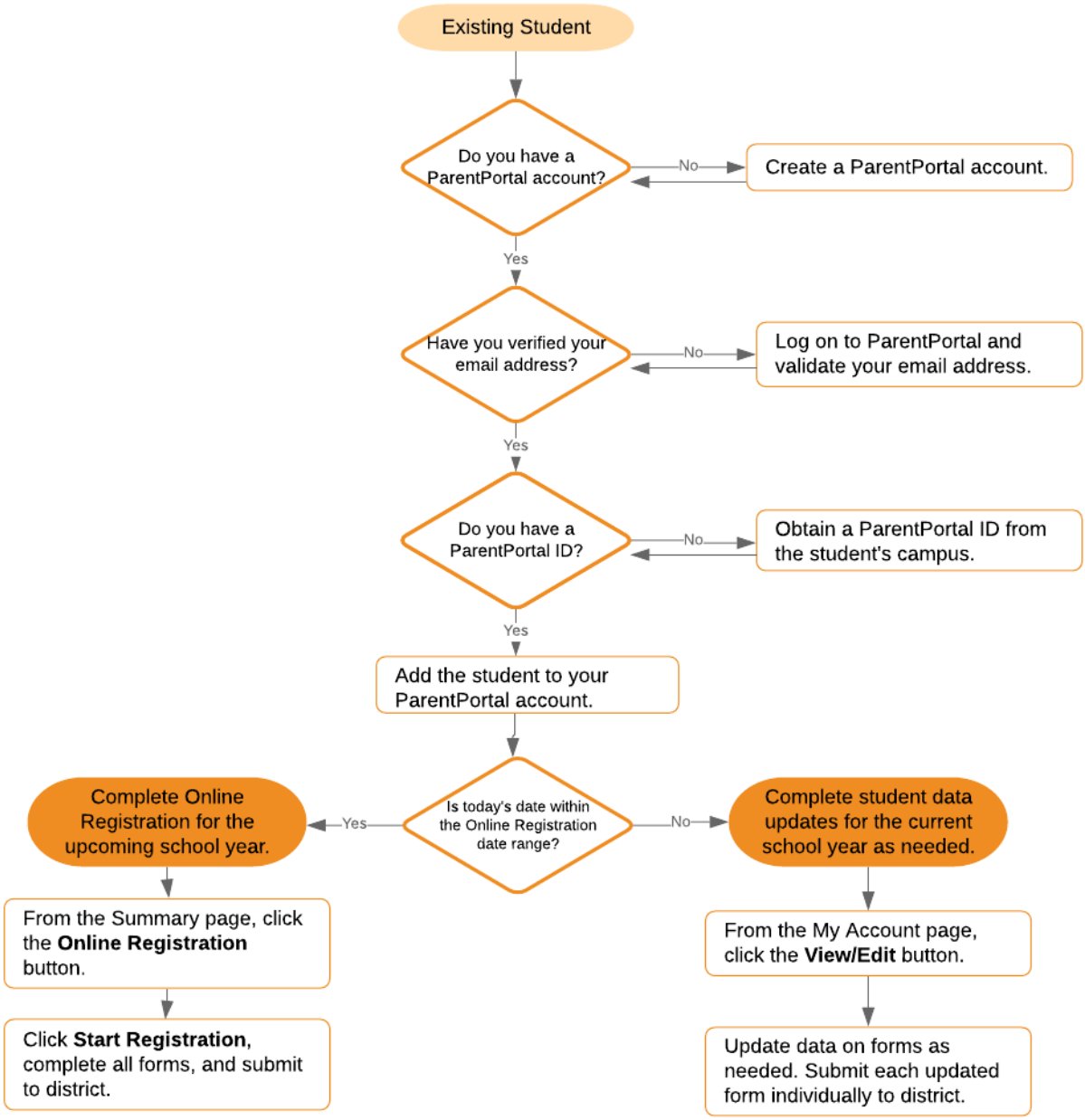
* A parent must have already created a ParentPortal account AND verified his/her email address. (Verifying the email address can be done during the creation of a new account or for an existing account on ParentPortal > My Account (**Email Address**)). **NOTE:** The parent's email address MUST match the **E-mail** field on Registration > Maintenance > Student Enrollment > Contact for a contact selected as **Parent/Guardian**.

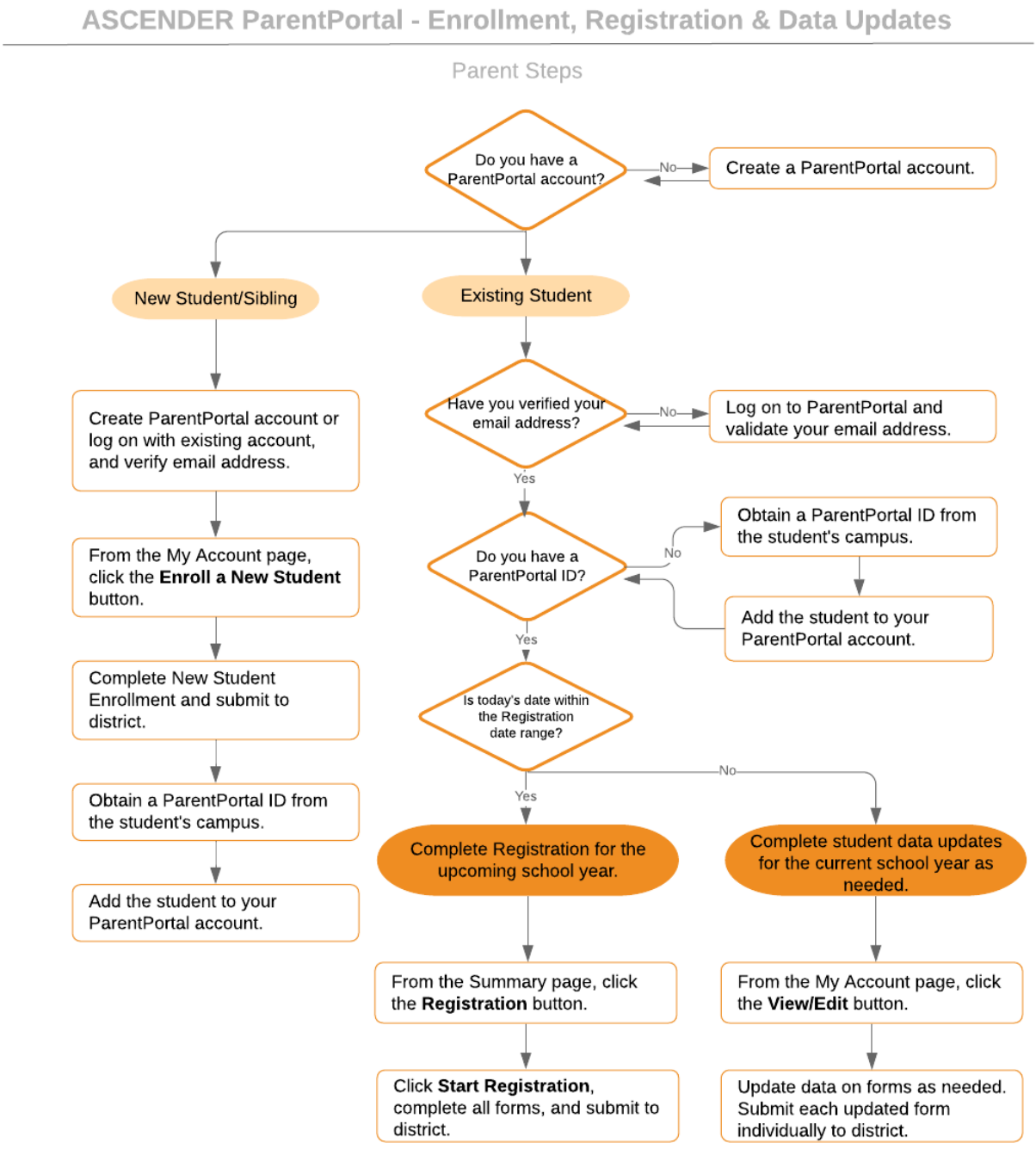
* If **Guardian Verified** is selected on Registration > Maintenance > Student Enrollment > Contacts, and the email address for the ParentPortal account matches the email address for that guardian on the Contacts tab, the parent can complete Returning Student Registration and Student Data Maintenance. This workaround allows parents access even if they do not have a valid email address.

Online Registration & Data Updates Flow Chart:

# ASCENDER ParentPortal - Online Registration & Data Updates

## Parent Steps

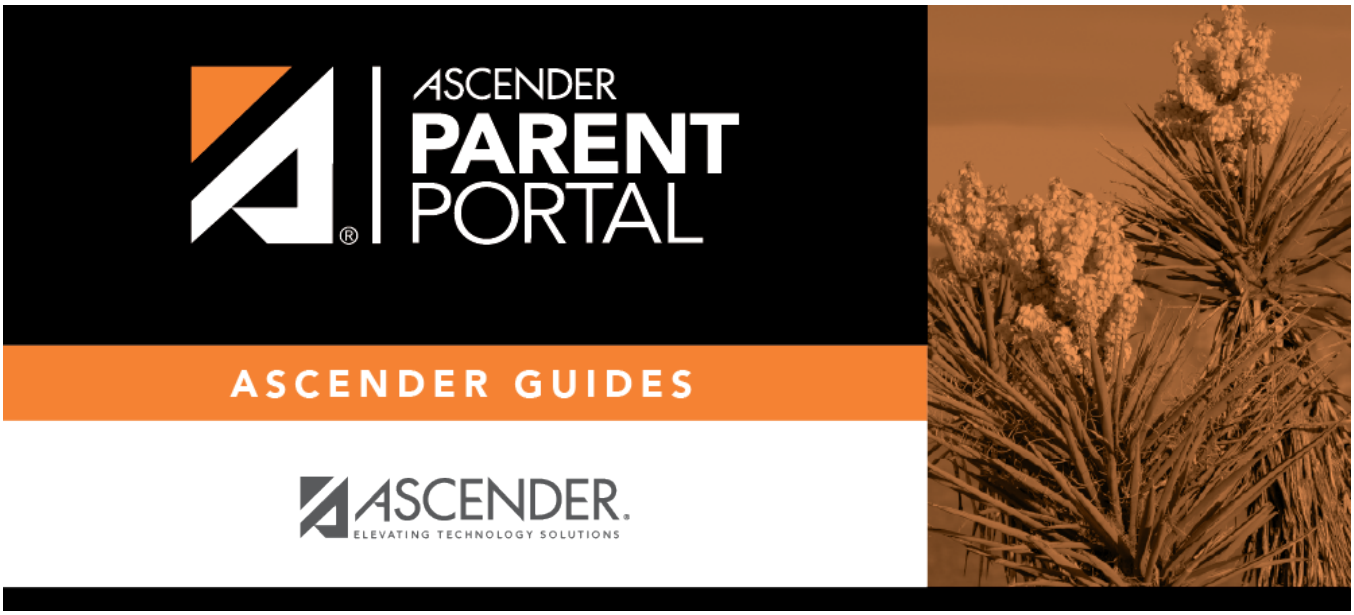





1. Register for the upcoming school year.

2. Monitor pending data changes.

## What Happens Next?


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