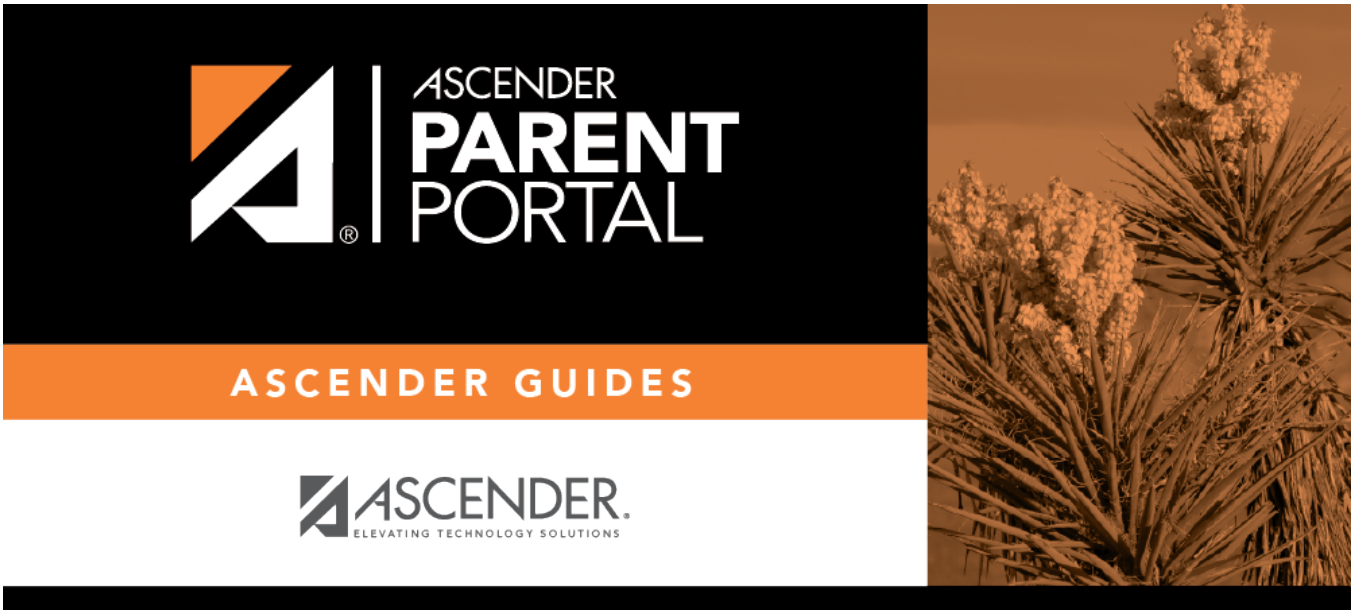


Parent: Add/Register Student

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Parent: Add/Register Student 1

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. *

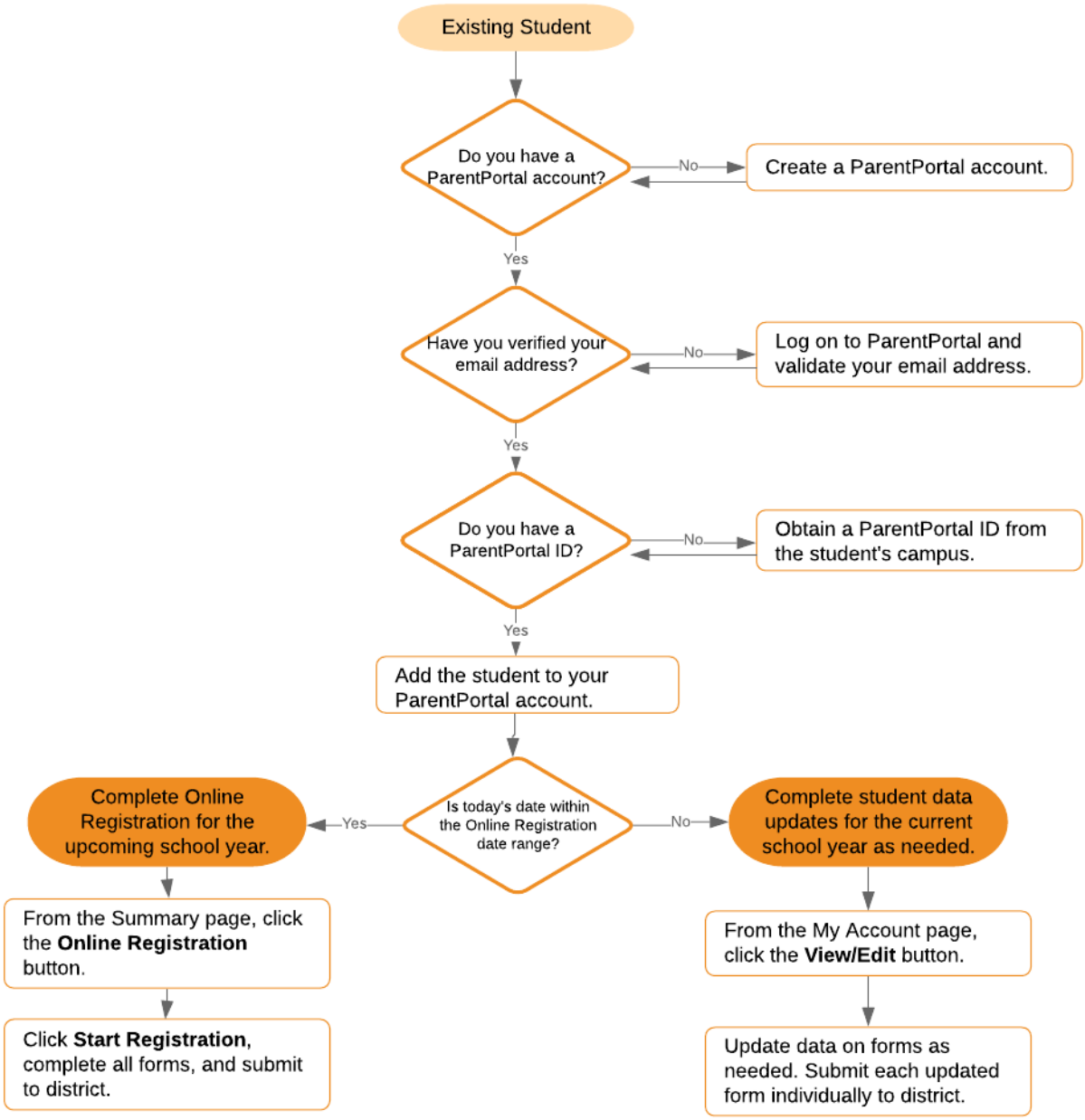
* A parent must have already created a ParentPortal account AND verified his/her email address. (Verifying the email address can be done during the creation of a new account or for an existing account on ParentPortal > My Account (**Email Address**)). **NOTE:** The parent's email address MUST match the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

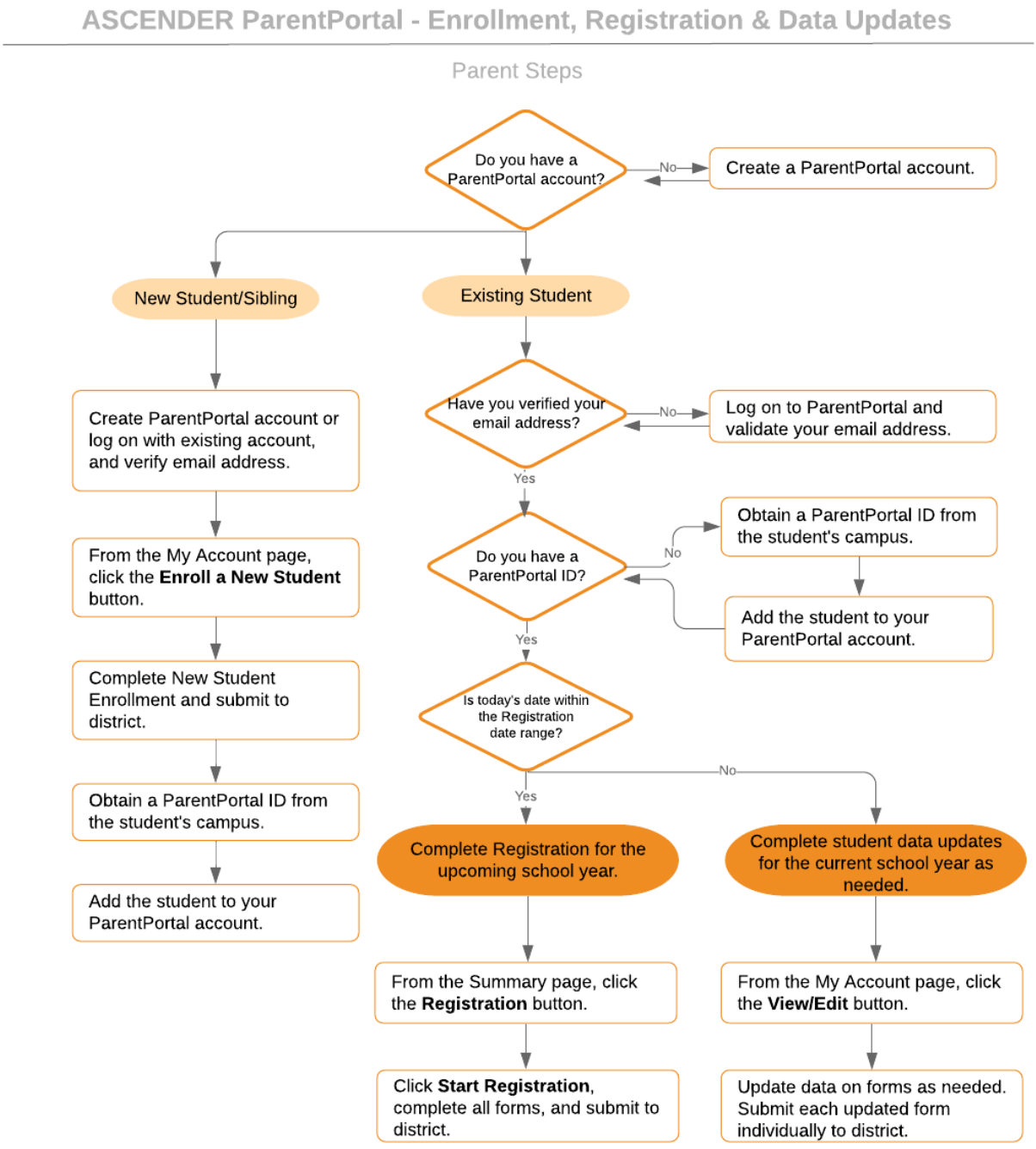
* If **Guardian Verified** is selected on Registration > Maintenance > Student Enrollment > Contacts, and the email address for the ParentPortal account matches the email address for that guardian on the Contacts tab, the parent can complete Returning Student Registration and Student Data Maintenance. 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





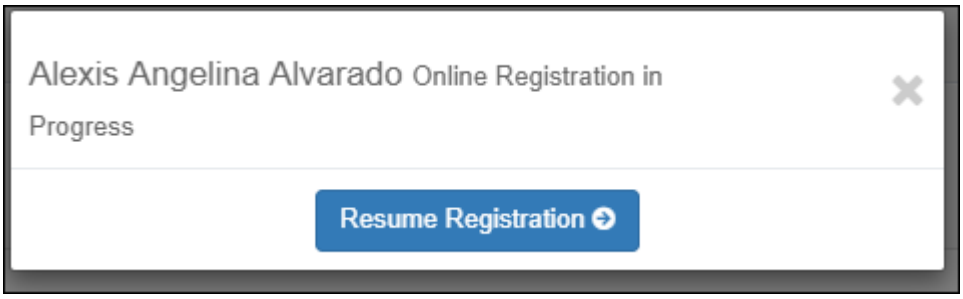
1. Register for the upcoming school year.

ASCENDER ParentPortal > Summary

During the annual online registration window:

You can easily see your student's progress in the registration process and access the page where you can complete the forms.

If your student's registration is in progress, a pop-up window opens from this page.



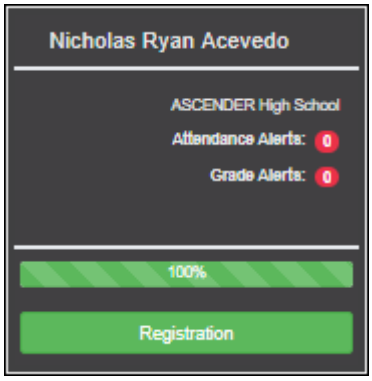
❑ Click **Resume Registration** to continue the registration process.

Or, click ✖ to close the pop-up window and continue registration later.

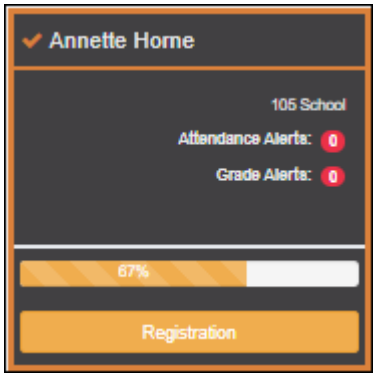
Once you have completed registration, the pop-up window will no longer appear.

NOTE: On the Summary page, the **Registration** button will be red, yellow, or green depending on how far along you are in the process.

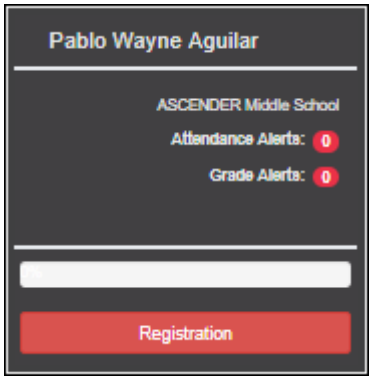
• The information is green if all forms are completed (i.e., 100%).



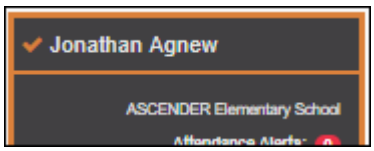
• The information is yellow if most of the forms are completed (i.e., 50%-99%).



• The information is red if fewer than half of the forms are completed (i.e., 0%-49%).



• The card is highlighted and has a check mark for the selected student.



❑ To begin or resume the registration process, click **Resume Registration** on the pop-up window, or click the **Registration** button on the student's card.

The Registration page opens.

❑ Click **Start Registration**.

The first form in the list opens on the right side of the page.

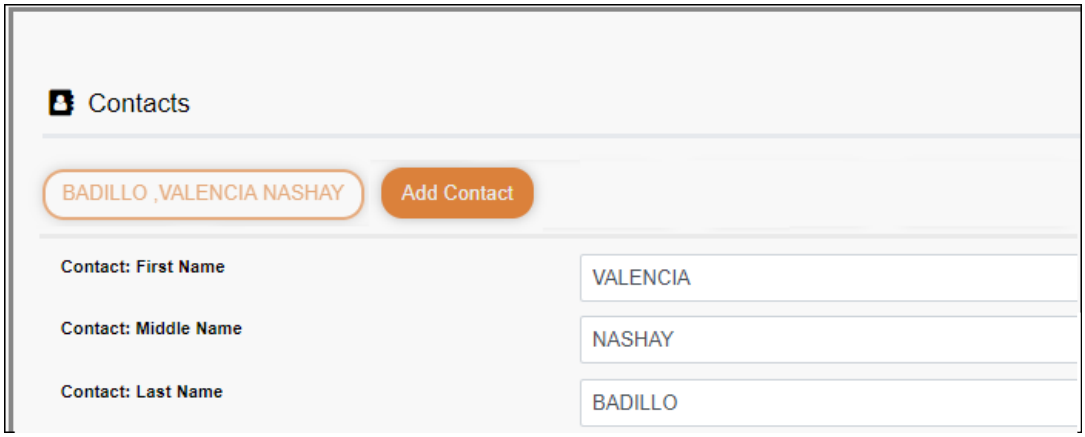
Depending on the form type and district requirements, a form will require one of two actions:

- View only or download
- Review and update

  - **View only or download:** View the form and acknowledge that you have viewed the form. There is no data to enter.
    - For a static form, click **Download Attached Document** to open, save, and/or print the form.
    - For a standard form, the form automatically opens on the right side of the page.
    - By clicking **Next Form**, you are confirming that you viewed the form.
  - **Review and update:** Review existing data. Add or update data as needed.
    - For a dynamic form, add or change data. Type over the existing data with new

data where applicable.

- For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact. Click **Add Contact** to add a new contact.



- If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.
- Texas standard forms must be re-submitted each year. All data must be re-entered.

❑ Click **Next Form**.

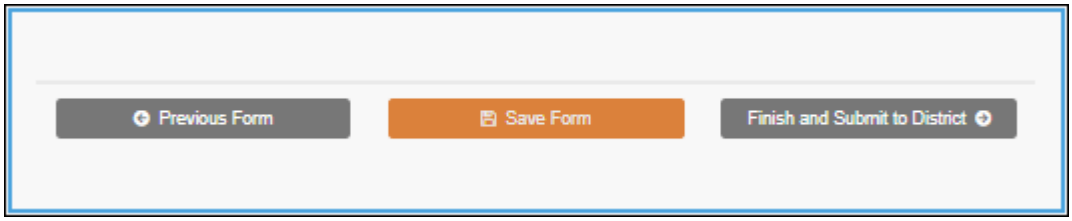
The next form in the list is displayed on the right.

❑ Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.

- If you are not ready to complete a form, click **Save Form** to save any data entered so far.
- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button is displayed allowing you to continue where you left off.
- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.

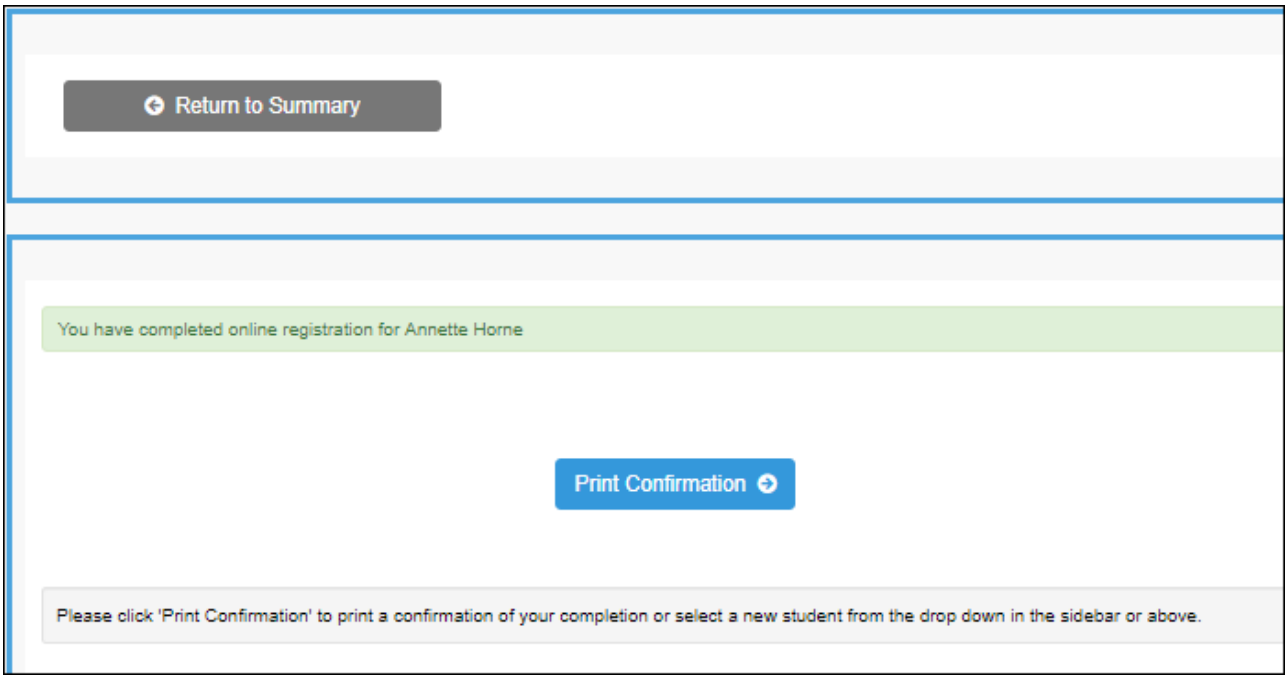


When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.



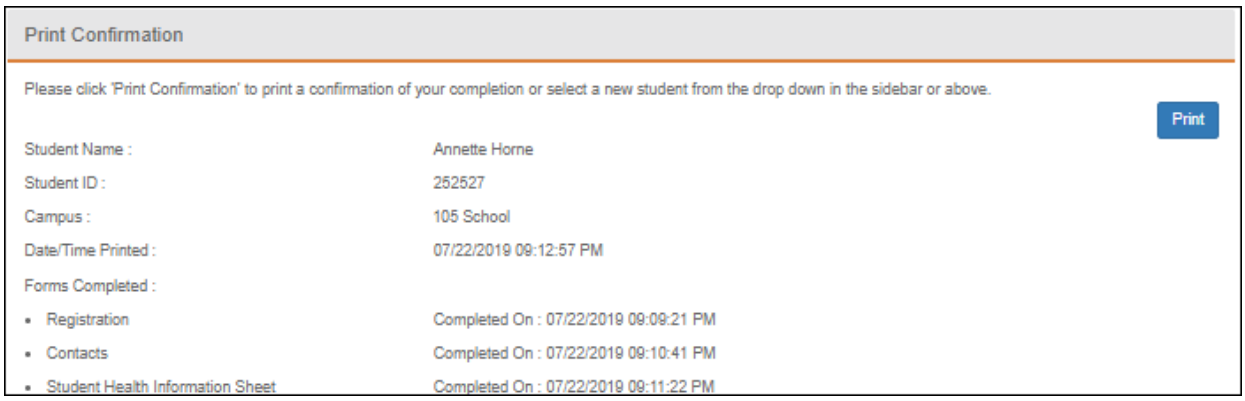
❑ Click **Finish and Submit to District**.

The final page opens allowing you to print a confirmation for your records.



❑ Click **Print Confirmation**.

A page opens in a new window which lists the dates on which each form was completed.



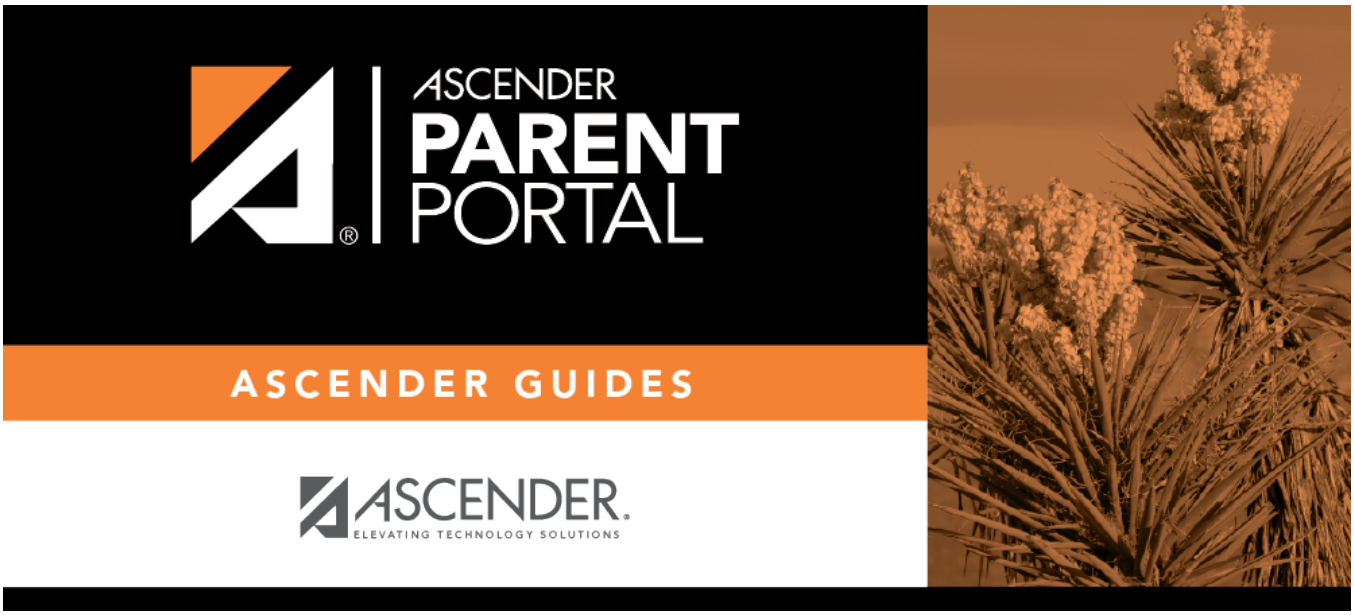
Print this page for your records, then click **Close Window**.

Edit Data:

❑ To update data you already entered, return to the form, type over existing data, and submit the form again.

2. Monitor pending data changes.

What Happens Next?


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ELEVATING TECHNOLOGY SOLUTIONS

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