



ASCENDER GUIDES



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The New Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district, and then request an enrollment key which will allow you to complete the New Student Enrollment process.

Step 1 - Student Name:

☐ Enter the student's full name and click **Continue**.

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name

Enrollment Key

Addresses & Contacts

Student Information

Enrollment Forms

Final Steps

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Student Name

New Student Enrollment steps

1. Enter student's name.

2. Enter/verify enrollment key.

3. Enter address & contact information.

4. Enter student information.

5. Complete enrollment forms.

6. Complete final steps.

*If you have previously enrolled students, you may

Skip to Step 4

To get started, enter the student's name:

First Name:

Middle Name:

Last Name:

Generation:

Continue

Step 2 - Enrollment Key:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- [Option 1 - Email Validation](#)

For this option, an enrollment key is sent to you in an email message.

New Student Enrollment

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Student Name **Enrollment Key** Addresses & Contacts Student Information Enrollment Forms Final Steps

1 2 3 4 5 6

Express Enrollment for Janie Strayhan

1. Click the "Request Enrollment Key".

REQUEST ENROLLMENT KEY

2. Check your email for the message containing the enrollment key.

3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.

VERIFY

Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

- ☐ Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student.

A message is sent to your email address that contains the new 16-character student enrollment key.

- ☐ Check your email inbox for the message that contains the enrollment key.

Enrollment Key	You must enter the exact enrollment key in order to complete the enrollment process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.
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- ☐ Click **VERIFY**.

If you typed the enrollment key correctly, the message "Your key has been created and verified!" is displayed.

- [Option 2 - CAPTCHA Validation](#)

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

New Student Enrollment

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Type the characters displayed below and click Continue.

CRERUU

Continue

This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

- ☐ Type the CAPTCHA code exactly as it appears on the page.

Type the characters displayed below and click Continue.

CRERUU

CRERUU

Continue

- ☐ Click **Continue**.

If you typed the CAPTCHA code correctly, the message “Your key has been created and verified!” is displayed.

Obtain and verify an Enrollment Key.

Your key has been created and verified!

Continue

Also, the parent will receive an enrollment key by email. The parent should save this information for his records.

☐ Click **Continue**.

Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

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Family Addresses

Address Information	Street Number	Street Name	City	Zip
<div>Edit</div>	234	Green Field	Great City	78222

To add an address to the list, click Add Address.

Add Address

Family Contacts

Contacts Information	First Name	Last Name	Relation
<div>Edit</div>	Meredith	Canton	Mother
<div>Edit</div>	Sam	Canton	Father

To add a contact to the list, click Add Contact.

Add Contact

Continue

Family Addresses	<p>Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.</p> <p>Add address:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click Add Address to add an address. The Add Address window opens. <input type="checkbox"/> Type the complete address in the fields provided. <input type="checkbox"/> Click Copy to copy data from the Physical Address fields to the Mailing Address fields if applicable. <input type="checkbox"/> Click Save. <p>Edit address:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click Edit next to the address to edit an existing address. The Add Address window opens. <input type="checkbox"/> Update the fields as needed. <input type="checkbox"/> Click Save.
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Family Contacts	<p>Existing contact information for all of the student's family and emergency contacts. Add up to six contacts as needed.</p> <p>Add a contact:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click Add Contact to add a contact. The Add Contact window opens. <input type="checkbox"/> Enter data in the fields, including the contact's complete name and address. <input type="checkbox"/> Click Save. <input type="checkbox"/> Add additional contacts as needed. <p>Edit a contact:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click Edit next to the contact's name. The Add Contact window opens. <input type="checkbox"/> Update the fields as needed. <input type="checkbox"/> Click Save.
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☐ Click **Continue**.

Step 4 - Student Information:

Any existing students added to your account are listed.

☐ Click **Add/Edit Info** for the student.

The page is re-displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

Student Information	The name of the selected student is displayed. Click Choose Another Student to enter data for a different student.
Address Information	<p>Select an address for the student from the drop-down list. These are the addresses entered in Step 3.</p> <p>If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4.</p>
Select your contact(s) below	<p>Select contacts for the student from those entered in Step 3:</p> <ul style="list-style-type: none"> • From the list of contacts, select up to four who should be listed as contacts for the student. • Of those selected as contacts, select Primary Contact for the one who is the student's primary contact. <p>If you need to add another contact, click Return to Step 3 to add another contact, and then return to Step 4.</p>
student demographic information	Enter student demographic data in the fields provided.

Attach a document:

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.

A window opens allowing you select and upload one or more files.

Document Upload	<p>Click Choose File. Locate and select the file to be uploaded.</p> <p>The following file types are acceptable:</p> <ul style="list-style-type: none"> • PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

☐ Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.

☐ Click **Close** to close the window.

Document (+)


- If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign).

Document (-)

- If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign).

View or delete an existing document:

☐ Click **Documents(+)**.

- Click the document to view it.
- Click  next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

☐ Click **Save and Continue**.

☐ Or, click **Save and Continue Later** if you have not completed all information and need to continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

Step 5 - Enrollment Forms:

☐ Under **Downloadable Enrollment Forms**:

Any additional forms required by the campus or district are listed.

☐ Click each form to view it. The form opens in a new window where it can be viewed and printed.

☐ Print and complete all forms by hand, and take the completed forms to the campus or district if required.

☐ Under **Standard Enrollment Forms**:

The required standard forms are listed. These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:

- ❗ - Indicates that the parent has not saved the form.
- ✅ - Indicates that the parent has already saved the form.

☐ Click each form to view it.

The form opens in a pop-up window.

☐ Enter the required information and click **Save Changes**.

You cannot save a form unless all required data is entered.

NOTE: Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, the click **Save Changes** to acknowledge the contents of the form.

Until all forms are saved, the **Submit to District** button remains disabled. (You may need to scroll down to view the **Submit to District** button.)

☐ Click **Submit to District** when all data and forms are ready.

The student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

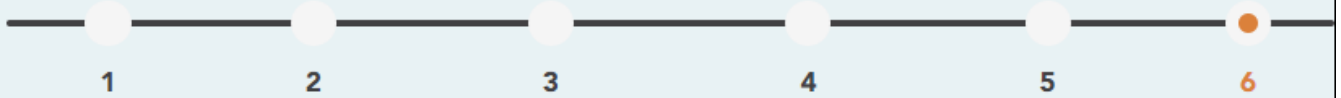
☐ Click **Continue to Final Step**.

Step 6 - Final Steps:

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name Enrollment Key Addresses & Contacts Student Information Enrollment Forms **Final Steps**



[Add Another Student](#)

Enrollment Confirmation

Student Name	Print Enrollment Confirmation	Enrollment Date-Time
Brandi Denise Canton	Print	2020-04-06 12:13:40.67

☐ Click **Add Another Student** if you need to enroll another student, and repeat the process from Step 1.

Under Print Enrollment Confirmation:

All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.
- If his enrollment has successfully been submitted to the district, a check mark and the submission date are displayed.

☐ (Optional) Click **Print** to print a confirmation message for each enrolled student.

The message contains the student's name, student enrollment key, and further instructions for your records.

What Happens Next?

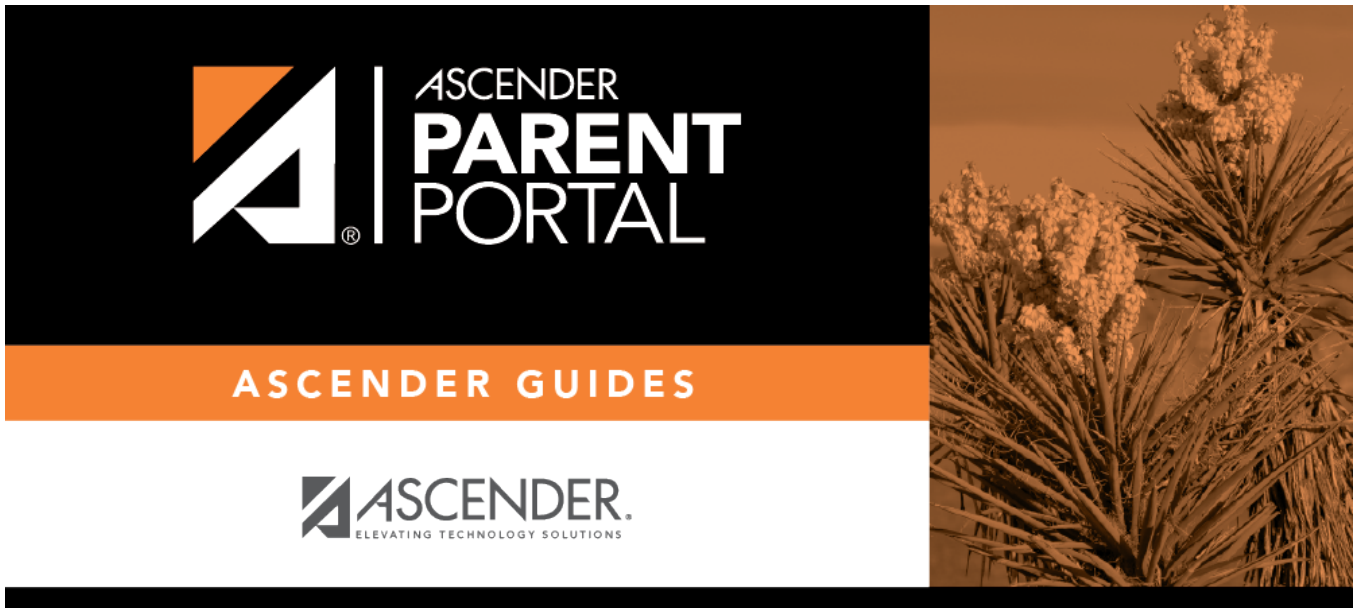
Visit in person:

To complete the enrollment process, it may be necessary to go to the district or campus to deliver the downloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.

Receive a ParentPortal ID:

Once the district or campus has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your **My Account** page under **Students**.



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