



ASCENDER GUIDES





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

### 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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Express Enrollment for Janie Strayhan

1. Click the "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.

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.

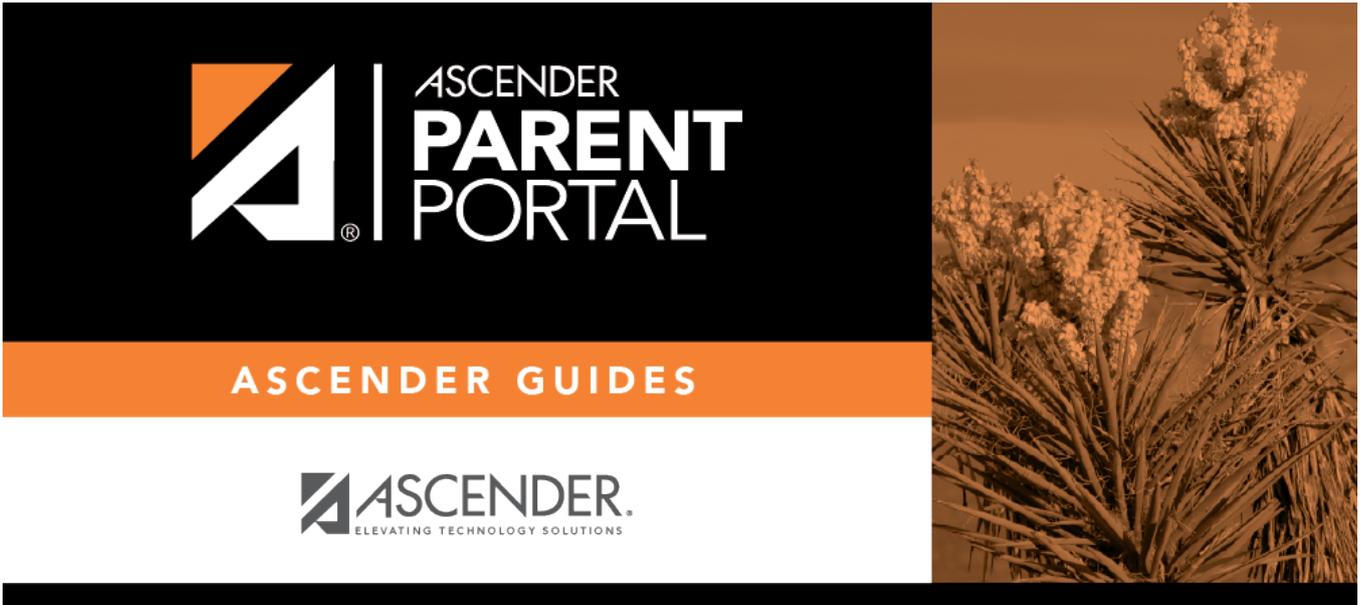
A message is sent to your email address that contains the new 16-character student enrollment key.

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

|                       |   |
|-----------------------|---|
| <b>Enrollment Key</b> | 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. |
|-----------------------|---|

- Click **VERIFY**.

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



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