

# **Parent Guide to ASCENDER ParentPortal**

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# Parent Guide to ASCENDER ParentPortal

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# What would you like to do?

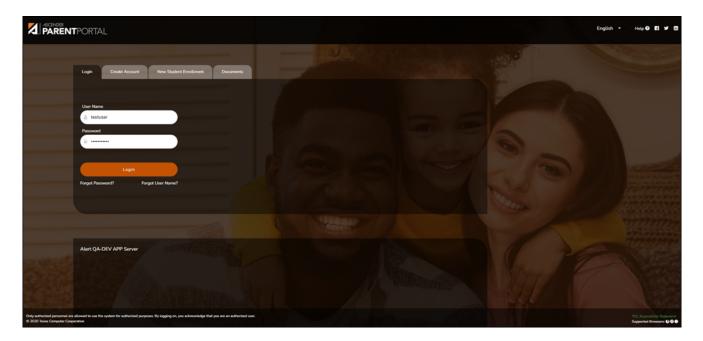
### **Access ParentPortal**

- I. Create an ASCENDER ParentPortal account and log on.
- I. Create an ASCENDER ParentPortal account and log on.

#### ASCENDER ParentPortal > Login

Before enrolling a student, create a user account in ASCENDER ParentPortal in order to obtain a user name and password to access the system. When you access ParentPortal, the Login page is displayed.

#### Click Create Account.



The Create Account - User Information page opens.



#### **User Information**

Login Create Account New Student	Enrollment ISDDocuments		
User Informatio	ian Sec	surity Question	Complete
User Name:	🌲 User Name		
Password:	a <sub>e</sub> Password	Ð	
Password Verification:	0, Password Verification	۲	
Email Address:	Example_01@exp.com		
Mobile Number (10 digits):	€ Ex.(210)123-1234		
Carl Man Stranger	Gallery Charles	AN W	Next Cancel

User Name	Create a username to identify you in ASCENDER ParentPortal with a combination of letters from your first and last name. Requirements: • 6-25 alphanumeric characters • Unique (no one else in the district is using it) • Not case-sensitive
Password	<ul> <li>Type a password that you will use when you log on to ASCENDER ParentPortal.</li> <li>A show/hide toggle allows you to view or mask the characters you are typing. Requirements:</li> <li>8-46 alphanumeric characters</li> <li>Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>Case-sensitive</li> </ul>
Password Verification	Re-enter your password to verify that you typed it as intended.

	(Required) Type your email address. You cannot enter an address that is already
Address	in use.
	<b>NOTE:</b> If you have multiple students associated with your account, the email address listed for the guardian at your student's campus must match for ALL students associated with your ParentPortal account in order for Registration features to be activated, and the email address must be validated.

Mob Num	Type your ten-digit mobile number. You cannot enter a number that is in use.

□ Click **Next**.

#### **Security Question**

in Create Account N	lew Student Enrollment	TEXAS ISDDocuments			
Us	er Information	Security Question		Complete	
This information will assist you in resi	setting a lost password				
	etung a tost password.				39
Select (	Question: What was	the name of your first pet?	$\sim$		
	Answer: Answer		۲		

Select Question	Select a question. If you need to reset your password, you will be asked this question.
Answer	Type the answer to the question. You will need to answer this question correctly to recover your password. Be sure to select a question for which you will remember the answer easily. <b>IMPORTANT</b> : The answer is case-sensitive (always write it exactly as it appears here, including upper and lower case letters).

Click **Next**.

Login Create Account	New Student Enrollment TEX	KAS ISDDocuments		
	User Information	Security Question	Complete	
	Your AS	CENDER ParentPortal account has been created	4	
			u.	
		None of Concession		Finish

### Complete

Click **Finish**.

- The My Account page opens where you can add a student to your account and update your security and contact information.
- If you entered an email address or mobile number, you will receive a notification message containing a verification link.

**NOTE:** If you are not listed as a contact or as a guardian (i.e., student, step-parent, etc.), you will be a read-only user with limited access.

#### II. Retrieve your user name, or update your password.

#### II. Retrieve your user name, or update your password.

If you have forgotten your password, you can reset it. You can also change your password at any time.

From the Login page, click the link below the login fields to go to the Reset Password page.

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access this link.



cover User Name	Reset Password
ail Address	User Name
Example_01@exp.com	Liser Name
Recover User Name	Ne
	Email Address
	Example_01@exp.com
	Reset Password
	Reset Password

## **Reset Password**

You have two options for resetting your password: By User Name and By Email Address.

#### By User Name:

User Name	Type your User Name.
-----------	----------------------

Click **Next**.

You are prompted to enter the answer to one of your hint questions.

#### □ Type the answer and click **Next**.

Password	Type a new password.
Re-enter Password	Re-type a new password.

#### Click Finish.

The My Account page opens.

#### By Email Address:

Email Address	Type your email address.

PP

Click **Reset Password**.

A message is displayed indicating that instructions for resetting your password were sent to the email address entered.

□ Click **Close** to close the message.

Return to ParentPortal, and log on using your user name and password.

III. Change the language.

#### III. Change the language.

By default, ASCENDER ParentPortal is displayed in English. To access ParentPortal in Spanish, select *Spanish* from the drop-down field in the top-right corner of the Login page.



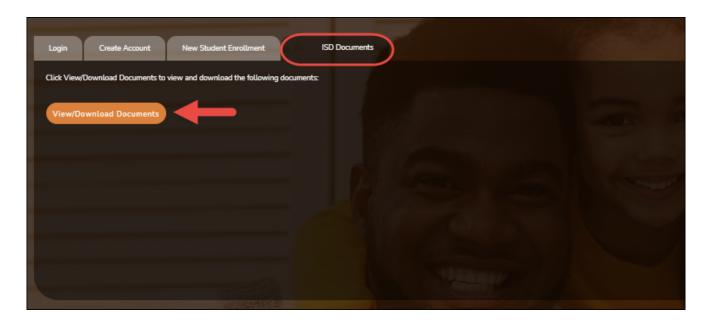
Your language selection will be retained for the current session.

Some content will only be displayed in Spanish if the district has provided Spanish content; otherwise, English content is displayed.

**MOBILE DEVICE USERS:** On a mobile device, tap the menu in the top-right corner to access the language field.

IV. Access public documents.

#### **IV. Access public documents.**



From the Login page under **District Name Documents**, click **View/Download Documents** to go to the **Public Documents** page where you can access documents provided by the district or campus that do not require a login, such as a calendar or sports schedule.

#### V. Navigate ParentPortal.

#### V. Navigate ParentPortal.

Navigation tools are located along the left side of the page, or in the top-right corner. Some tools function differently on mobile devices.

**MOBILE DEVICE USERS:** On a mobile device, tap — to access the side menu.

#### **Selected Student**

The currently selected student's name and photo are displayed in the top-left corner. The photo is only displayed if provided by the district.

If you have multiple students added to your ParentPortal account, click **My Students** to select a another student.

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#### Add a Student

Click **Add Student** to add a student to your ParentPortal account. A pop-up window opens.

#### Campus

The campus attended by the selected student is displayed. If the student attends multiple campuses, you can select the campus.

#### **Navigation**

You can access your student's data. Data is only available if enabled by the district.

**Summary** - Your student's schedule, current average for each class, and today's attendance are displayed.

**Attendance** - You can view your student's detailed attendance, as well as a calendar view and totals.

**Grades** - You can view your student's semester, cycle, and assignment grades. Click **S** to expand the grades menu.

**Discipline** - You can view your student's discipline incidents.

**Immunizations** - You can view your student's immunizations on file at the campus, as well as a list of immunizations due.

**Alerts** - You can view alert messages and set up customized alerts.

Links - Your district or campus may provide helpful links.

#### **Other Tools**

- Click to hide the left-side navigation bar. Click again to display the navigation bar.

Various sections throughout ParentPortal can be collapsed or expanded. Most data is collapsed by default. Click the arrow to show the section. Click it again to hide the section from view.

igatherightarrow - Various pages throughout ParentPortal can be printed. Using the print icon instead of the

browser's print option will ensure the best formatting of the content. Click ⊖ to print the content displayed.

#### **Top-right**

 $\bigwedge^{oldsymbol{9}}$  - Click to view alerts for your student. The number of unread alerts (if any) is displayed in a red circle next to the icon.

O - Click to view ASCENDER ParentPortal online Help.

 $\bigcirc$   $\sim$  - Click to change the language or log out of ASCENDER ParentPortal.

#### **Bottom-left**



• Click to open the My Account page.

- Click to log out of ASCENDER ParentPortal.

## **Update Your ParentPortal Account**

I. Update your parent contact information.

II. Update your parent contact information.

ASCENDER ParentPortal > My Account > Contact Information

**Contact Information** 

Contact Information	^
Email Address: Mobile Number:	The Remove Email

#### Update and verify email address and mobile phone information.

#### Email

You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

Current Email Address	<ul> <li>This field is displayed if your email address has previously been entered.</li> <li>The message "Verified" is displayed if the email address has been verified.</li> <li>The message "Unverified" is displayed if the email address has not been verified.</li> <li>If no email address has been entered, type your current email address.</li> </ul>
	Your email address must be entered in a valid format (e.g., name@domain.com).
	You cannot enter an email address that is already in use.
New Email Address	If you have not verified your email address, type the address and click <b>Update Email</b> .
	A message is sent to your email inbox allowing you to verify your address. Until you verify your address, the message "Unverified" is displayed.
	Click <b>Remove Email</b> to clear the email address and prevent verification. If necessary, click <b>Re-send</b> to resend the message.
Confirm Email Address	Retype the email address to confirm that you typed it as intended.

#### Click Verify Email Address.

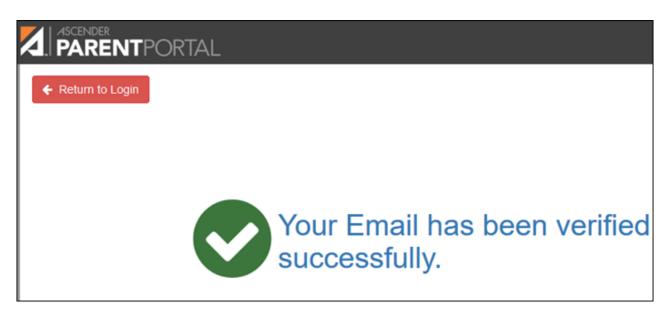
You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this parent portal account, you should have received an email message in your inbox with a code allowing you to verify your email address.

	ParentPortal Email Verification Index x			•	Ø
?	to me 💌	Mon, Apr 6, 2:54 PM (16 hours ago)	☆	•	:
	Welcome to ParentPortal				
	You are being sent this link because you registered your email for ParentPortal for ISD				
	Please click the following link to validate your email:				
	Validate Email				
	Keply				

#### Click Validate email.

A message is displayed indicating that your email was successfully verified.



Once you have verified your email address, you can click **Remove Email** at any time to remove and/or change the email address registered, or to remove the email address.

- If you click **Remove Email**, the current email address is removed.
- The email address field is displayed allowing you to verify another email address.

If you remove or change your email address, your alert notification options will be reset. To reset your alerts, go to Alerts > Subscribe to Alerts and set the **Alert Notification Type** field according to your preferences. The option to receive alerts by email will not be available unless you have an email address successfully verified.

#### Mobile

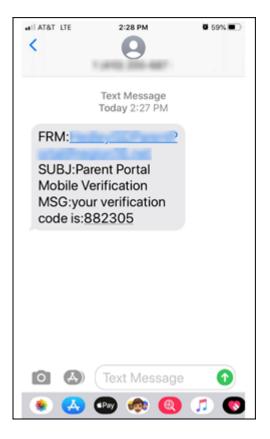
Registering your mobile phone number enables you to receive alert notifications as text messages.

**IMPORTANT:** If you change cell phone carriers, you may stop receiving alert messages, and you may need to re-register the number.

MobileType the cell phone number to be registered in the AAANNNNNNN format, whereNumberAAA is the area code, and NNNNNN is the number. Do not use hyphens.

Click Verify Mobile.

You will receive a text message at the number entered which will contain a verification code.



The Verification Code field will appear.

Contact Information		^
Email Address:		fi Remove Email
Mobile Number:	Unverified 🗙	Tremove Mobile
	A verification code was sent to To verify your mobile number, type the code below and click Verify.	
	Verification Code: 882395 Verify	Re-send

Verification Code	Type the verification code that was sent in the text message.
	Type the vermeation code that was sent in the text message.

#### Click **Verify**.

- If the code was entered accurately, a message is displayed indicating that you have successfully signed up to receive text messages.
- If the verification code is unsuccessful, click **Re-send** to send a new code.

#### Change or remove your mobile number

Once you have verified your mobile number, you can click **Remove Mobile** at any time to remove and/or change the cell phone number registered.

- If you click **Remove Mobile**, the current number is removed.
- The mobile number fields are displayed allowing you to verify another number.

II. Update your security information (hint questions).

#### IV. Update your security information (hint questions).

#### ASCENDER ParentPortal > My Account > Security Information

#### **Security Questions & Answers**

Security questions and answers are used to verify your identity if you have forgotten your password. You can change the question, the answer, or both at any time.

a Security Information		^
Password:	•••••	Update Password
Security Question:	what is your fav color	Update Security Question
Answer:	blue	

#### □ Click **Update Security Question**.

#### A pop-up window opens.

Update Security Question		×
Question:	what is your fav color	¥
Answer:	blue	
		No Save

Question	Select a question to which you will provide an answer. This question will be asked in the event that you lose your password.
Answer	Type the answer to the question. You will be required to answer the question correctly in order to recover your password. Be sure to select a question for which you will easily remember your answer. <b>IMPORTANT:</b> The answer is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).

Click Save.

## View your student's information.

- I. View your student's attendance.
- III. View your student's attendance.

#### ASCENDER ParentPortal > Attendance

The Attendance page displays your student's daily attendance and semester totals.

- Detailed View Displays attendance details in a table view.
- Calendar View Displays attendance details in a calendar view instead of a table view.
- Totals View Displays tardies and attendance totals for the semester.

Attendance data is current as of the date and time you logged in. To refresh the attendance data displayed, you must log out and log in again.

**MOBILE DEVICE USERS:** Your student's attendance data is *below* the legend. You may need to scroll down to view data.

**Semester** Select the semester you want to view attendance for.

## **Detailed View**

Detailed View (All Attendance) is the default view.

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Semester: 1 🔻	) Detaile	d View						
					_	-	All At	ten
Detailed View	Period	Course	Instructor	\$	8/29	\$ 8/30		
Calendar View	1	Political Sci 1	SOLIS, EDWARD SARA		E	U	s	
	2	Algebra 1	BEATTIE, ANNA ARACELY		E	U	S	
Totals View	2	Spanish 3	HERNANDEZ, G JEREMIAH		E	U	S	
Legend	3	Edgenuity	UVIEDO, ANN TAYLOR		E	U	S	
	4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN	1	E	U	S	
U: UNEXCUSED ABSENCE	5	Pre Calculus	DUENEZ, R DIEGO		E	U	S	
T: TARDIES								

Your student's schedule is displayed. The date appears in the column heading <u>only</u> if your student was marked absent or tardy for any period during that day.

If your student was present and on time for the entire day, nothing appears for the date.

If your student was not present for the entire class, a code appears for the period and date. A description of each code is displayed in the **Legend**.

If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field.
<b>TIP:</b> If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.
If the teacher has provided additional notes, click <sup>b</sup> to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.

#### All Attendance/Detailed Toggle

#### All Attendance:

The **All Attendance** view is selected by default, which displays the four main absence types:

- Unexcused Absence (U)
- Tardy (T)
- Excused Absence (E)
- School Related (S)

#### **Detailed:**

□ Click or tap **All Attendance** to toggle to the **Detailed** view where you can see more specific information for an absence, such as whether a doctor note or field trip notice is on file for that absence.

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All applicable codes are listed in the **Legend**.

The codes are color coded according to the main absence types (Unexcused, Tardy, Excused, and School Related).

Semester: 1 🔻	🕒 Detail	ed View			_		Detaile	d
Detailed View	Period	d 🔺 Course	Instructor	¢	8/29 🜲	8/30 \$	9/5 \$	
Calendar View	1	Political Sci 1	SOLIS, EDWARD SARA		A	V		
	2	Algebra 1	BEATTIE, ANNA ARACELY		A	U	F	
Totals View	2	Spanish 3	HERNANDEZ, G JEREMIAH		<b>A</b>	U	P	
egend	3	Edgenuity	UVIEDO, ANN TAYLOR		A	U	F	
-	4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN		<b>A</b>	U	F	
U:Unexcused (U)	5	Pre Calculus	DUENEZ, R DIEGO		<b>A</b>	U	F	

□ Click or tap **Detailed** to return to **All Attendance** view.

**MOBILE DEVICE USERS:** On a mobile device, if you have numerous absences, you may need to tap a row to open the Details view in order to see all absences for a particular class.

### **Calendar View**

Click or tap **Calendar View**.

Semester:	Cale	nda	ar V	iew	V																	
D -	Aug	just 2	018						Sep	temb	er 20	18					Octo	ber	2018			
Detailed View	Sun	Mon	Tue	Wed	Thu	Eri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat	5	un M	/lon	Tue	Wed	Thu	E
Calendar View 🛛 🗧 🗲	29			1	2	3	4		26	27		29			1		30	1	2		4	5
Totals View	5	6	7	8	9	10	11		2	3	4	5	6	Z	8		7	8	9	10	11	12
lotals view	12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19
Legend	19		21				25					19							23			
U: UNEXCUSED ABSENCES	26	27	28	<u>29</u>	3 <b>0</b> h	)									29				30		1	
	2		4	5	At	ten	dar	ce c	letai	ls fo	or C	8/3	0/20	)18	>	< L			6			
T: TARDIES							_									_						
E: EXCUSED ABSENCES					Pe	riod	_	Class			_	_		ndan	ce							
S: SCHOOL RELATED					1		-	Politica			_		U									
S: SCHOOL RELATED					2		_	Algebr		oanish	13		U									
					3		_	Edgeni Eng4 D	-				U U									
					4		_	re Cal					U									

All months for the selected semester are displayed. If the student was not present for the entire class for any period of the day, the date is shaded.

 $\hfill\square$  Click the date to view the attendance details for each period.

The period is only listed if your student was marked absent or tardy for that period.

### **Totals View**

Click or tap **Totals View**.

Semester: 1	Totals	View						
Detailed View	Period	Course	Instructor	Total Absences	E: EXCUSED ABSENCES	U: UNEXCUSED ABSENCES	S: SCHOOL RELATED	T: TARDIE
Calendar View	1	Political Sci 1	SOLIS, EDWARD SARA	3	1	1	1	1
	2	Algebra 1	BEATTIE, ANNA ARACELY	3	1	1	1	1
Totals View 🔍 🔍	2	Spanish 3	HERNANDEZ, G JEREMIAH	3	1	1	1	1
end	3	Edgenuity	UVIEDO, ANN TAYLOR	3	1	1	1	0
TARDIES	4	Eng4 DC Lit	MCLAUGHLIN, SUSAN LYNN	3	1	1	1	0
EXCUSED ABSENCES	5	Pre Calculus	DUENEZ, R DIEGO	3	1	1	1	0

Your student's classes are listed by period, and the total number of excused absences, unexcused absences, school-related absences (e.g., UIL events or field trips), and tardies for the selected semester are listed.

The **Total Absences** column displays semester totals for all absence types, excluding tardies.

If the teacher has provided an email address, the teacher's name is displayed as a link to that email address. If you click the name, the default email client (as specified in your Internet Options settings) opens with the teacher's address in the To field.
<b>TIP:</b> If you use web-based email (e.g., Gmail or Yahoo! Mail), you can copy the email address from the default email client to a web-based email message.
If the teacher has provided additional notes, click <sup>b</sup> to view the notes. The notes open in a pop-up window. Click anywhere on the page to close the pop-up window.

**MOBILE DEVICE USERS:** Tap a row to view semester totals for the class.

#### II. View your student's cycle grades.

#### IV. View your student's cycle grades.

#### ASCENDER ParentPortal > Grades > Cycle and Semester Grades

#### **Cycle Grades**

The Cycle Grades page displays current grade averages for the current cycle, and posted grade averages for previous cycles. For the current semester, you can view the assignment grades for each class. For previous semesters, only the posted average is available.

Cycle & Semester G	irades				
Semester: 1 V	Cycle	Grades			
Cycle Grades •				Blank	Grades: Hide
Semester Grades	Show A	II Hide All			Include Withdrawn Cours
					Previous Cycles
	Period	Class	Withdrawal Date	Teacher	1
	1	Mariachi 3		MARINA F. MORENO	<u>90</u>
	3	US Hist EOC		MARYANN A. ORTEGA	<u>70</u>
	4	Physics		MARY M. OLSON	<u>70</u>
	5	Eng 3 L		VIOLA WELCH	<u>51</u>
	5	Algebra 2		ANALISA L. ARTHUR	<u>65</u>

Semester	Select the semester you want to view grades for.
Include Withdrawn Courses	Select if you wish to include withdrawn courses.

Cycle Grades is the default view.

Blank Grades Choose whether to show or hide blank grades from the view.

□ Click the cycle grade to view the assignment grade details for that course-cycle.

The section expands to display all assignments, due dates, and assignment grades, as well as the weight and average for each assignment category in that course.

	ELA 8		MONICAA	. PEREZ		<u>68</u>
1	SCIENCE 8		CHRISTO		$\rightarrow$	<u>88</u>
		Assesments	(Weight 20%	)		
Assign	nent	Due Date	Grade		Late	Redo
	As	sesments average				
		Daily Work	(Weight 20%)			
Assign	nent		Due Date	Grad	de Lat	e Redo
	safety lab quiz		No Due Date	85		
	Atoms notes		No Due Date	85		
1	protons, electrons, neutron	s tri folds	No Due Date	90		
		Dai	ly Work average	87		
		Homework				
Assign	nent	Due Date	Grade		Late	Redo
			_	_	_	
	,	Homework average		_		
	,	Homework average Participation	(Weight 15%	)		
Assignr			(Weight 15% Grade		Late	Redo
	nent	Participation			Late	Redo
	nent	Participation Due Date articipation average			Late	Redo
	nent Pa	Participation Due Date articipation average Quizzes	Grade		Late	Redo Redo
Assign	nent Pa	Participation Due Date articipation average Quizzes	Grade Weight 15%)			
Assign	nent Pa nent	Participation Due Date articipation average Quizzes Due No Due	Grade Weight 15%) Date	Grade		
Assign	nent Pa nent	Participation Due Date articipation average Quizzes Due No Du Quizzes	Grade Weight 15%) Date e Date	Grade 90		
Assign	nent Pa nent counting atoms packet	Participation Due Date articipation average Quizzes Due No Du Quizzes	Grade Weight 15%) Date e Date ; average	<b>Grade</b> 90 90		
Assignr	nent Pa nent counting atoms packet	Participation Due Date articipation average Quizzes Oue No Due Quizzes test (We	Grade Weight 15%) Date e Date ; average :ight 20%)	<b>Grade</b> 90 90	Late	Redo
Assignr	nent Pa nent counting atoms packet	Participation Due Date articipation average Quizzes Quizzes No Due Quizzes test (We Due Date	Grade Weight 15%) Date e Date ; average :ight 20%)	<b>Grade</b> 90 90	Late	Redo

The **Citizenship** grade, **Calculated Average**, and **Posted Average** are also displayed.

 $\Box$  Click the close icon  $\boxtimes$  to collapse the expanded view for for a particular course-cycle.

Show All	Click to show assignment grade details for the cycle for all courses.
Hide All	Click to hide the expanded assignment grade details for all courses.

III. View your student's semester grades.

#### V. View your student's semester grades.

#### ASCENDER ParentPortal > Grades > Cycle and Semester Grades

#### Semester Grades

The Semester Grades page displays your student's posted semester and final averages. This data is only available for closed semesters. For the current semester, no data is displayed.

Сус	cle & Semester Gr	ades							
	Semester: 1	Seme	ster Gra	ades			<b>₽</b> In	clude Withdr	awn Course
	Cycle Grades	Period	Class	Withdrawal Date	Teacher	Exam	Semester Average	Final Grade	Credits
	Semester Grades •	1	Mariachi 3		MARINA F. MORENO	x	90		0.0
		3	US Hist EOC		MARYANN A. ORTEGA	x	70		0.0
		4	Physics		MARY M. OLSON	100	76		0.5
		5	Eng 3 L		VIOLA WELCH	060	60		0.0
		5	Algebra 2		ANALISA L. ARTHUR	050	67		0.0

Semester	Select the semester you want to view grades for.
Include Withdrawn Courses	Select if you wish to include withdrawn courses.

#### □ Click or tap **Semester Grades**.

Your student's posted semester and final averages are displayed. This data is only available for closed semesters. For the current semester, no data is displayed.

<b>Exam</b> The student's semester exam grade for the course is displayed	ed.
---	-----

Semester Average	The student's posted semester average for the course is displayed.
Final Grade	The student's posted final grade for the course is displayed.
	• For one-semester courses, this grade is posted after the semester is closed.
	<ul> <li>For year-long courses, this grade is only posted after the final semester of the school year is closed.</li> </ul>
Credits	The number of credits received for the course that count toward graduation requirements is displayed.
(note icon)	Click the icon to view a note entered by the teacher.
	If the teacher has provided contact information, office hours, and/or other notes, an icon is next to the teacher's name.
	If the teacher has provided course notes or assignment notes, an icon is next to the course and/or assignment.

IV. View your student's immunization information.

#### VII. View your student's immunization information.

#### ASCENDER Parent Portal > Immunizations

The Immunizations page displays your student's immunization (vaccination) data on file at the campus.

This is not available at all districts.

nmunizat	tions				
Studen	t Immunization Record	Series Descripti	on Reaction	Exemption	Affidavit Date
02/03/2003	DTP	3rd in Series	N		
02/03/2003	Hib (TITER Series of 3/Booster)	3rd in Series	N		
02/03/2003	Hepatitis B	3rd in Series	N		
03/02/2005	Hepatitis A	2nd in Series	Ν		
05/21/2003	Polio	3rd in Series	Ν		

V. View your student's discipline information.

#### VIII. View your student's discipline information.

#### ASCENDER Parent Portal > Discipline

The Discipline page displays your student's discipline records for the semester. You can also view records for a particular date.

#### This is not available at all districts.

If court-ordered restriction exists for a particular discipline incident, that data is restricted.

Filter By:	Date	<ul> <li>Infraction</li> </ul>	Disciplinary Action	Reported By	Administrator	Comment
Semester: 2	05/04/2020 03:45 PM	Violation of established rules/procedures	In-School Suspension	Onassis, Jacqueline	Duncan, Tim	Student cut clas and was found t be at the soccer field during clas
Cycle: All	·					

By default, all of the student's discipline records for the semester are displayed.

Filter by	To view discipline records for a particular date, type the date	
Date		The date and time of the discipline incident are displayed.
Infraction		The specific violation is displayed.
Disciplinary		A description of the action taken by campus officials in response to the discipline incident is displayed.
Reported by		The name of the staff member who reported the incident is displayed.
Administrat	or	The name of the campus administrator who is handling the incident and taking action is displayed.

Additional comments about the discipline incident may be displayed in italic font below the fields, if entered by campus administrators.

### Set up and view alerts.

I. Set up attendance alerts.

- II. Set up grade alerts.
- III. View alerts.

II. View alerts.

#### ASCENDER Parent Portal > Alerts

View Alerts is the default view.

The number of new, unread alerts is displayed in a red circle.

The complete alert message is displayed under **Description**.

If the student has more than one alert, the alerts are displayed in the order received, with the most recent alert at the top of the list.

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#### **Tips:**

- New, unread alerts are bold.
- Once you have read an alert, you can select **Read**. The alert will be no longer be bold.
- Clear the **Read** check box to change the alert back to unread.
- You can adjust the page to show or hide any alerts you have already read:
  - To see only new, unread alerts, set View Read Alerts to No.
    - To see all alerts, set **View Read Alerts** to **Yes**.

# Did you know?

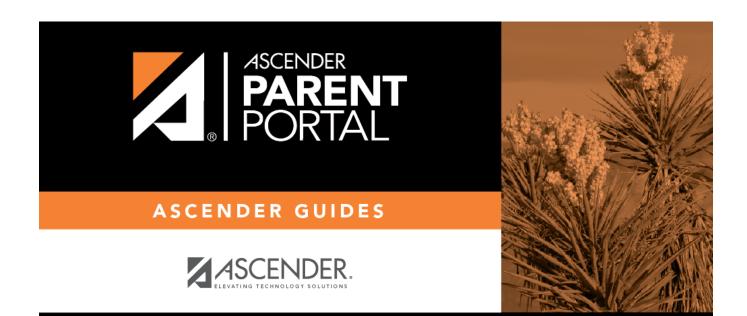
## You can also:

- Enroll new students \*
- Register returning students \*
- Update your student's information \*

See the Parent Guide: New Student Enrollment, Online Registration, & Data Updates.

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\* If enabled at your district



# **Back Cover**