



ASCENDER GUIDES



## Public Documents (Documentos Públicos)



# Table of Contents

<b>Public Documents</b> .....	1
<b>Documentos Públicos</b> .....	1



# Public Documents

(Documentos Públicos)

## **ASCENDER ParentPortal > Public Documents**

If the district or campus has provided public documents or calendars, this page allows you to access the documents without logging on to ParentPortal. The link is only displayed if the district or campus has provided at least one document.

For each document, an icon indicates the type of file (e.g., Microsoft Word or PDF).

1. Click the document name to open the document. It will automatically open in the appropriate program.
2. Save or print each document as needed.

Three types of documents may be provided:

### **1. Calendars**

- District calendars are listed first.
- If there are campus-level calendars, you must first select a campus. Then the campus-level calendars are displayed.

### **2. Enrollment Forms**

These forms are not needed if your district offers online student enrollment.

If your student has not previously enrolled in the district, you can download enrollment forms that you can print out, complete by hand, and take to the district or campus office in order to enroll your student.

### **3. Static (Read only) External Forms**

These forms can be downloaded, printed, completed by hand, and taken to the district or campus office as needed.

# Documentos Públicos

## **ASCENDER ParentPortal > Documentos Públicos**

If the district or campus has provided public documents or calendars, this page allows you to

access the documents without logging on to ParentPortal. The link is only displayed if the district or campus has provided at least one document.

Para cada documento, un ícono indica el tipo de archivo (por ejemplo, Microsoft Word o PDF).

1. Haga clic en el nombre del documento para abrirlo. Se abrirá automáticamente en el programa correspondiente.
2. Guarde o imprima cada documento según sea necesario.

Se pueden proporcionar tres tipos de documentos:

### **1. Calendarios**

- Los calendarios del distrito aparecen primero.
- Si hay calendarios para el plantel, primero debe seleccionar un plantel. Después se mostrarán los calendarios del plantel.

### **2. Formularios de inscripción**

These forms are not needed if your district offers online student enrollment.

Si su estudiante no se ha inscrito antes en el distrito, puede descargar formularios de inscripción que puede imprimir, llenar a mano y llevar a la oficina del distrito o del plantel para inscribir a su estudiante.

### **3. Formularios estáticos (sólo lectura) externos**

Estos formularios pueden descargarse, imprimirse, llenarse a mano y llevarse al distrito o al plantel cuando sea necesario.



## Back Cover