



ASCENDER GUIDES



Table of Contents

Under Downloadable Enrollment Forms:

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

1. Click each form to view it. The form opens in a new window where it can be viewed and printed.
2. 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 submitted the form.
-  - Indicates that the parent has already submitted 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 may need to scroll down in the pop-up window to access the **Save Changes** button.

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

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

A message in the pop-up window indicates that the changes were saved. Click  to close the window.

For a saved form, the icon changes from  to .

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.

Once you click **Submit to District**, the student's enrollment information is submitted to the district for review and acceptance, and a check mark and date are displayed on Step 6 in the **Submitted to District** column.



Back Cover