



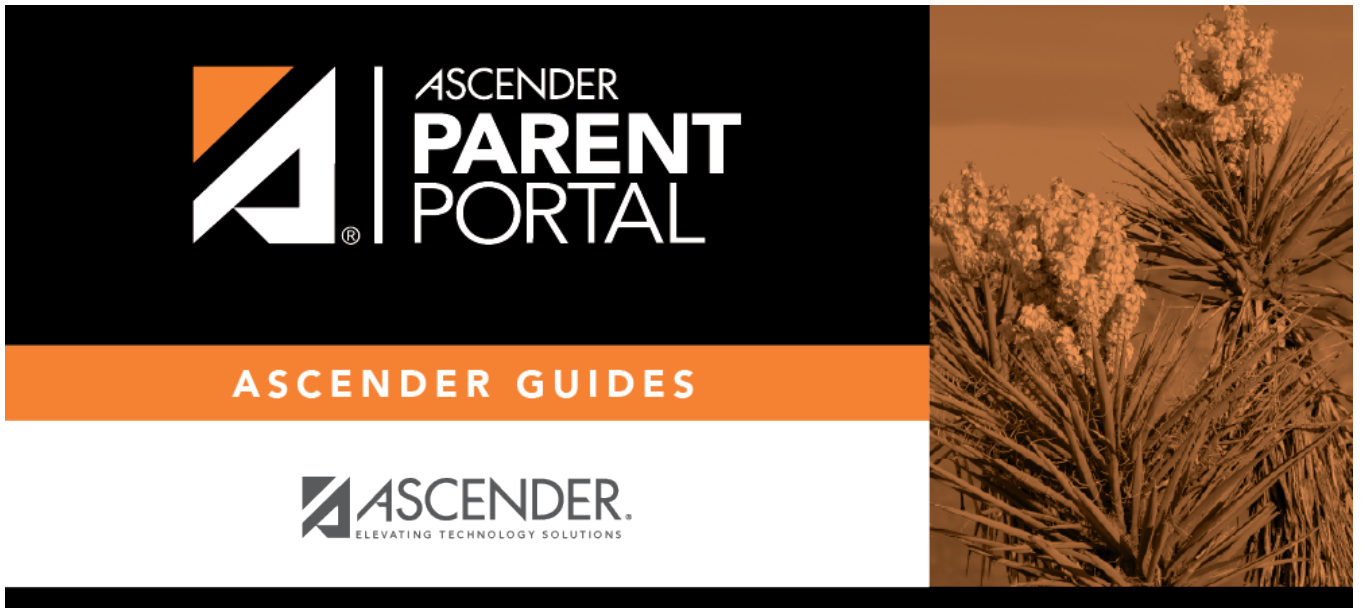
ASCENDER GUIDES



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ASCENDER ParentPortal - Campus: Review & Accept Data Changes Quick Checklist**NOTE: These steps are completed in ASCENDER Registration.**

✓ Step	Completion Date	Completed By	Notes
Review and Accept Pending Data Change Requests			
Monitor the Pending Updates tab for data change requests.			
Accept or reject the data or forms. <ul style="list-style-type: none"> • Standard forms are accepted/rejected as a whole. • For dynamic forms, you can accept/reject individual data fields. 			
Enter comments for any change you reject.			
Review and Accept Pending Returning Student Registration Forms			
Monitor the Forms tab for submitted forms. <ul style="list-style-type: none"> • Select the current year to view data change requests for the current school year. • Select the next year forms to view registration forms for the upcoming school year. 			
Record the date for any hand-delivered forms.			
Run Reports			
Run SRG0700 - Student Missing Forms.			
Run SRG0710 - Standard Forms (Home Language Survey) report.			
Run SRG0720 - Online Registration Forms Related Reports.			
Run SRG0730 - Percentage of Forms Submitted per Campus.			
Run SRG2300 - Student Information Request.			



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