

ASCENDER ParentPortal - Quick Checklist

Campus: Accept Student & Issue ParentPortal ID

NOTE: These steps are completed in TxEIS Registration.

| Step | ✓ | Completion Date | Completed By | Notes |
|--|---|-----------------|--------------|-------|
| Review Each Pending Enrollment Request & Enroll Student | | | | |
| Verify that student's submitted data is valid. | | | | |
| Add additional demographic information for the student. | | | | |
| Attach supporting documentation if needed. | | | | |
| Student is enrolled and student ID is assigned when you save. | | | | |
| Review any documents submitted by the parent online, such as an immunization record. | | | | |
| Review data submitted via online forms. | | | | |
| Record the date of any forms delivered in person. | | | | |
| Print ParentPortal ID Letters | | | | |
| Ensure that a ParentPortal ID letter has been created and includes the nine portal ID variables. | | | | |
| Select the students to print letters for. | | | | |
| Select the letter to be printed. | | | | |
| Run the letters. | | | | |
| Print the letters. | | | | |
| Distribute the letters to parents. | | | | |