



Enroll or ReEnroll a Student

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ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll a Student

This guide covers the steps for enrolling a new student in the district using the ASCENDER Registration application, as well as re-enrolling a student who was previously enrolled in the district.

For information on registering a student who enrolled via ASCENDER ParentPortal online student enrollment, see the ASCENDER Registration - Register Students From ParentPortal Online Enrollment guide.

Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.
- You must be a registered ASCENDER user and have rights to access the campus on which you are registering the student.
- For more detailed information about individual fields, see online Help in the ASCENDER Student system.

Checklist Overview

The following steps are covered in this guide:

- Enroll a student who has never been enrolled in the district:
 - Create a student record.
 - Add a student demographic data.
- Re-enroll a student from an historical record.
- Enroll the student in special programs.

Enroll a New Student

[Enrollment](#)

The following steps describe adding a student who has never had a record in the district.

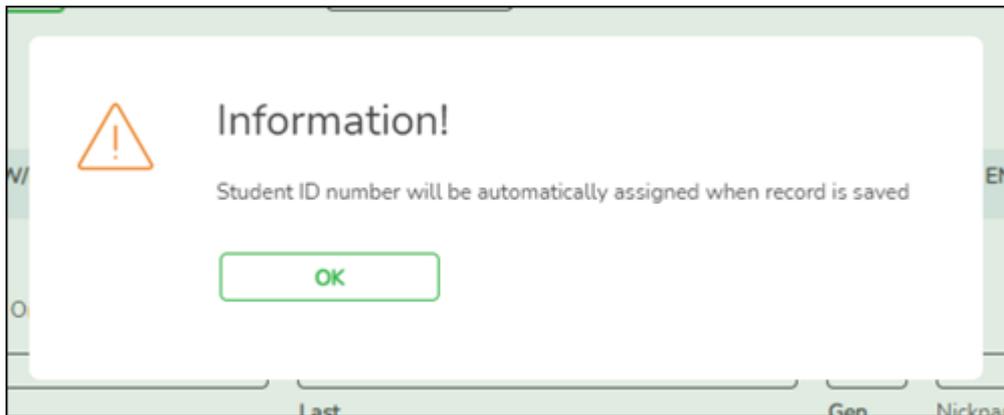
Registration > Maintenance > Student Enrollment

The screenshot shows the 'Student Information' form. At the top, there is a 'Save' button on the left and 'Student Information', 'School Year: 2021-2022', and 'Campus 001: 001 School' on the right. Below this, there are two input fields: 'STUDENT:' and 'TEXAS UNIQUE STU ID:'. A black arrow points from the 'STUDENT' field to the 'Retrieve' button. To the right of the 'Retrieve' button are 'Directory' and 'Hist Directory' buttons. At the bottom, there is a navigation bar with tabs: DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, PK ENROLL, and FORMS.

- Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the bottom of the page:

The screenshot shows the 'Student Information' form with the 'STUDENT' field highlighted in pink. A red error message is displayed at the bottom of the page: 'Auto Assign ID Numbers is not checked. Please enter a Student ID Number.' A black arrow points from the error message to the 'STUDENT' field.

- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

- The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

Add Demographic Information

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

Registration > Maintenance > Student Enrollment > Demo1

The screenshot shows a web-based form for adding demographic information for a student. At the top, there is a 'Save' button and a 'Student Information' tab. The student's ID is 004195. The form is divided into several sections: 'Demographic Information' with fields for Grade, Entry Dt, Track, Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last), Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, and Aggregate Race/Ethnicity. Below this are 'Student Indicators' and 'Current / Next Year Information' sections with various dropdown menus and checkboxes.

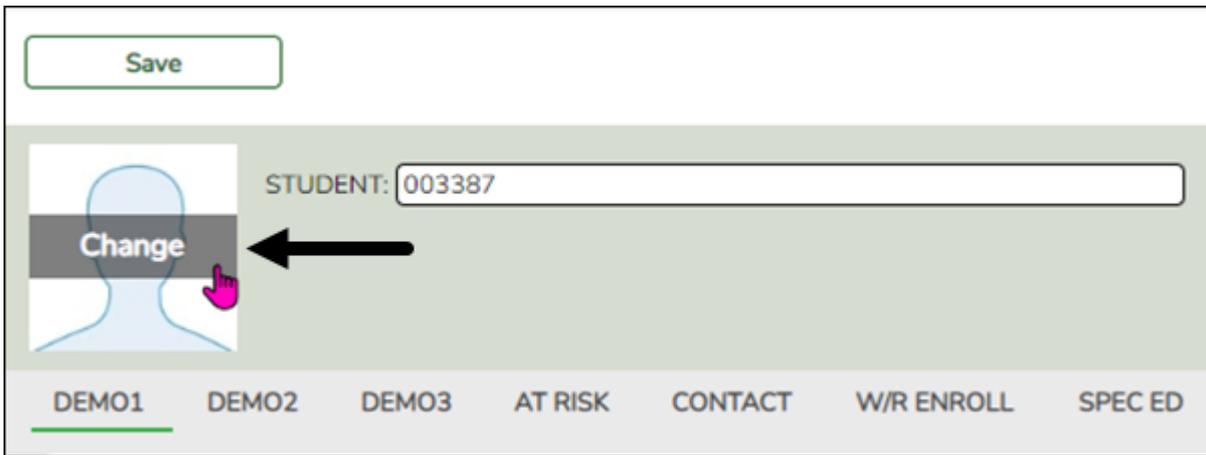
The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First and Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered. See online Help for descriptions of each field.

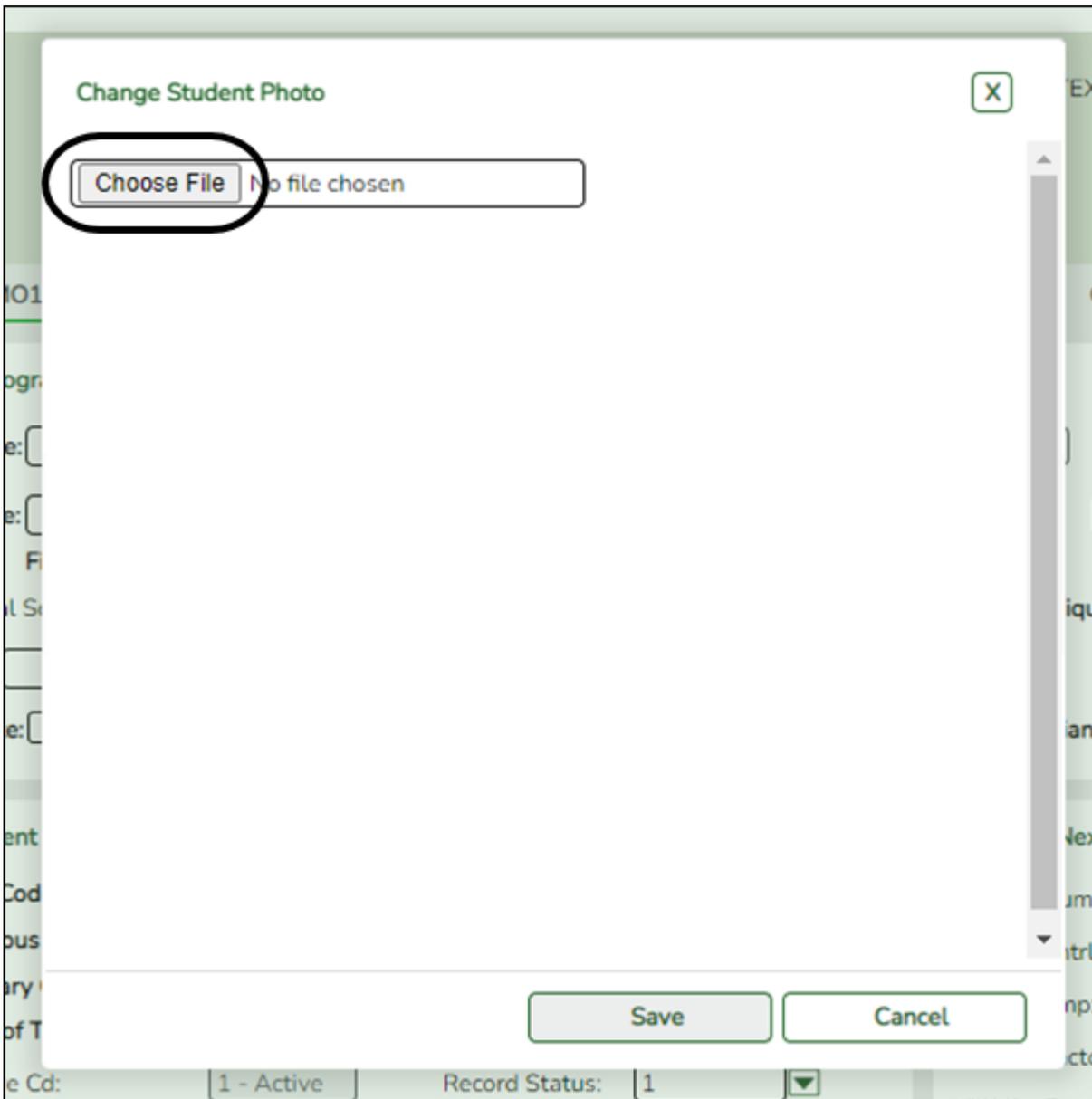
If a photo exists for the student ID, the student photo is displayed. You can add or change the student photo:

- Hover over the image and click **Change**.



The screenshot shows a student profile page. At the top left is a 'Save' button. Below it is a student photo placeholder with a 'Change' button overlaid. A black arrow points to the 'Change' button, and a pink hand cursor is positioned over it. To the right of the photo is a text field labeled 'STUDENT:' containing the value '003387'. Below the photo and text field is a horizontal menu with tabs: DEMO1 (underlined), DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, and SPEC ED.

The Change Student Photo window opens.



The screenshot shows a 'Change Student Photo' dialog box. The title bar reads 'Change Student Photo' with a close button (X) on the right. Inside the dialog, there is a text field containing 'No file chosen' and a 'Choose File' button to its left. The 'Choose File' button is circled in black. At the bottom of the dialog are 'Save' and 'Cancel' buttons. Below the dialog, the background shows a partial view of the student profile page with fields like 'e Cd:', '1 - Active', 'Record Status:', and '1'.

- Click **Choose File**. Locate and open the file for the new image.
- Click **Save** to close the window.

Click **Save**.

When enrolling a new student, you must save the information on the Demo1 tab before continuing. You are not allowed to proceed to any other tabs until the information is saved.

Note: Once data is saved on the Demo1 tab, it is not necessary to click **Save** on each tab. You can make changes on multiple tabs and then click **Save** once.

Registration > Maintenance > Student Enrollment > W/R Enroll

Once the record is saved on the Demo1 tab, the student will have an enrollment record on the W/R Enroll tab.

The screenshot shows the 'W/R ENROLL' tab selected. At the top, there is a 'Save' button and a 'Student Information' tab. Below this, the student's name 'Liddell, Alice Anne' and 'TEXAS UNIQUE STU ID' are displayed. There are buttons for 'Comments' and 'Documents', and a 'TEA Unique ID' field. A navigation bar includes tabs for DEMO1, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL (highlighted), SPEC ED, G/T, BIL/ESL, TITLE I, PRS, LOCAL PROGRAMS, and PK ENROLL. Below the navigation bar is a table with columns: Delete, Details, Campus, Entry Date, Exit Date, Reason, Status, Exclusion, Grade, Elig Cd, Track, Attrb Cd, Camp Res, CTE Elig, Comnts, and Res Fac. The 'Entry Date' column contains the value '08-24-2021', which is circled in red.

Registration > Maintenance > Student Enrollment > Demo2

The screenshot shows the 'DEMO2' tab selected. At the top, there is a 'Save' button and a 'Student Info' tab. Below this, the student's name 'Liddell, Alice Anne' and 'TEXAS UNIQUE STU ID' are displayed. There are buttons for 'Comments' and 'Documents'. A navigation bar includes tabs for DEMO1, DEMO2 (highlighted), DEMO3, AT RISK, CONTACT, W/R ENROLL, SPEC ED, G/T, BIL/ESL, TITLE I, PRS, and LOCAL P. The main content area is divided into three sections: 'Counselor Information' with fields for Counselor (370), Dt Entry 5th Grd, Dt Entry 8th Grd, Dt Entry 9th Grd, District Entry Date (08-24-2021), Birth City (SAN ANTONIO), Birth State (TX), Birth Country (01), and Cohort; 'Miscellaneous' with fields for Primary Language (98), Immig Tracking, Headstart Code, Alien Tuition Cd, Parent Federal Connected, Att Zone Home Campus, SAT-ACT-TSIA Reimburse; and 'Dual Language Immersion' with a table for Year (01-05) and Language, plus Assessment Date and Completion Year fields. At the bottom, there are buttons for 'Receive/Transfer', 'Locker', and 'ECDS Assessments'.

Enter additional data for the student, including counselor, receiving/transfer, locker, and

miscellaneous information. Several local use field are available on this tab.

Registration > Maintenance > Student Enrollment > Demo3

Enter additional data for the student, including CTE data, status indicators, and any available promotion or graduation data.

Click **Save**.

Re-enroll a Student from Historical

[Re-Enrollment](#)

The Historical Directory allows you to search for students who were enrolled in the district in a prior school year and select a student for re-enrollment.

Registration > Maintenance > Student Enrollment

To locate a student, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

The Historical Directory opens.

Student

Search

Cancel

School Yr	Stu ID	Last Name	First Name	MI	DOB	Sex	SSN	Cameus	Grd	Entry Dt	Withdraw Dt	Withdraw Cd	Grad Dt
no rows													

Enter data in one or more of the following fields, or leave all fields blank.

- **Last Name** - Type all or part of the student's last name to retrieve students whose last name *begins* with the letters you have typed.
- **First Name** - Type all or part of the student's first name to retrieve students whose first name *begins* with the letters you have typed.
- **Stu ID** - Type all or part of the student's ID to retrieve students whose ID *begins* with the characters you typed.
- **Texas Unique Stu ID** - Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins* with the characters you typed.
- **SSN** - Type all or part of the student's social security number to retrieve students whose SSN *begins* with the characters you typed.

All except the **SSN** field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click **Search**.

The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

Search

Cancel

School Yr	Stu ID	Last Name	First Name	MI	DOB	Sex	SSN	Cameus	Grd	Entry Dt	Withdraw Dt	Withdraw Cd	Grad Dt
2021-2022	004195	ABEE	KELSON	E	09-12-2014	F1695	101	PK	08-09-2021	--		
2020-2021	004195	ABEE	KELSON	E	09-12-2014	F1695	101	KG	08-10-2020	--		
2019-2020	004195	ABEE	KELSON	E	09-12-2014	F1695	101	PK	08-21-2019	--		
2021-2022	002893	ACE	REBECCA	S	05-09-2004	M9999	001	11	08-09-2021	--		
2020-2021	002893	ACE	REBECCA	S	05-09-2004	M9999	001	10	08-10-2020	--		
2019-2020	002893	ACE	REBECCA	S	05-09-2004	M9999	001	09	08-21-2019	--		
2018-2019	002893	ACE	REBECCA	S	05-09-2004	M9999	042	08	08-20-2018	--		
2017-2018	002893	ACE	REBECCA	S	05-09-2004	M9999	042	07	08-28-2017	--		
2016-2017	002893	ACE	REBECCA	S	05-09-2004	M9999	042	06	08-22-2016	--		
2015-2016	002893	ACE	REBECCA	S	05-09-2004	M9999	101	05	08-24-2015	--		
2014-2015	002893	ACE	REBECCA	S	05-09-2004	M9999	101	05	08-25-2014	--		
2013-2014	002893	ACE	REBECCA	S	05-09-2004	M9999	101	04	08-26-2013	--		
2012-2013	002893	ACE	REBECCA	S	05-09-2004	M9999	101	03	08-27-2012	--		
2011-2012	002893	ACE	REBECCA	S	05-09-2004	M9999	101	02	08-22-2011	--		
2010-2011	002893	ACE	REBECCA	S	05-09-2004	M9999	101	01	08-23-2010	--		
2009-2010	002893	ACE	REBECCA	S	05-09-2004	M9999	101	KG	08-24-2009	--		
2008-2009	002893	ACE	REBECCA	S	05-09-2004	M9999	101	PK	08-25-2008	--		
2014-2015	001971	ACOSTA	NOAH	N	04-21-1996	F0684	001	12	08-25-2014	--		05-2015
2013-2014	001971	ACOSTA	NOAH	N	04-21-1996	F0684	001	11	08-26-2013	--		
2012-2013	001971	ACOSTA	NOAH	N	04-21-1996	F0684	001	10	08-27-2012	--		
2011-2012	001971	ACOSTA	NOAH	N	04-21-1996	F0684	001	09	08-22-2011	--		
2010-2011	001971	ACOSTA	NOAH	N	04-21-1996	F0684	042	08	08-23-2010	--		
2009-2010	001971	ACOSTA	NOAH	N	04-21-1996	F0684	042	07	08-24-2009	--		
2008-2009	001971	ACOSTA	NOAH	N	04-21-1996	F0684	042	06	08-25-2008	--		
2007-2008	001971	ACOSTA	NOAH	N	04-21-1996	F0684	101	05	08-27-2007	--		
2006-2007	001971	ACOSTA	NOAH	N	04-21-1996	F0684	101	05	08-21-2006	--		
2005-2006	001971	ACOSTA	NOAH	N	04-21-1996	F0684	101	04	08-22-2005	--		
2015-2016	003364	ACOSTA	SAMANTHA	W	06-30-1997	M3909	001	12	08-24-2015	--		05-2016

First

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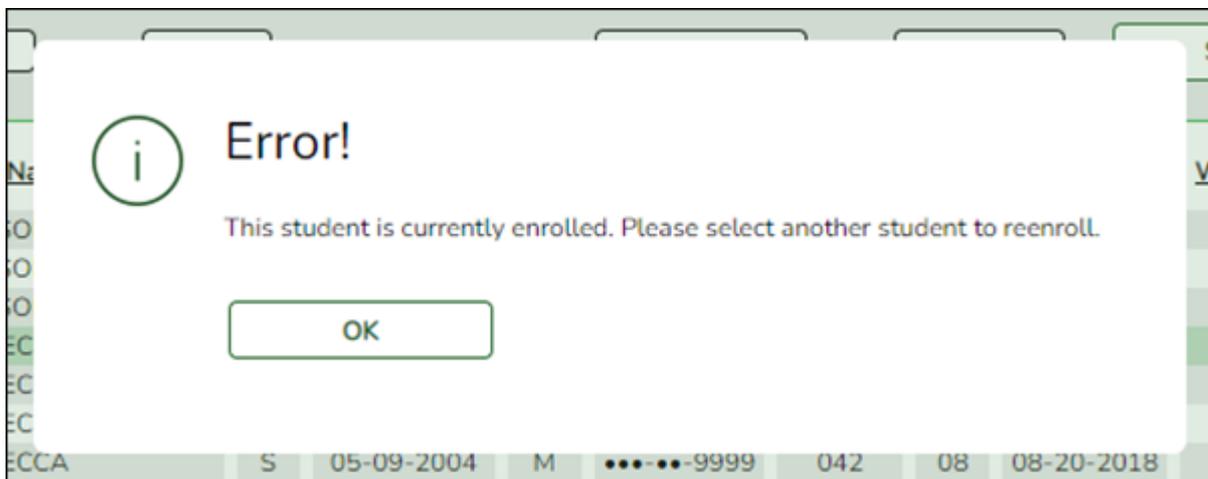
Last

• If more students are retrieved than can be displayed on one page, you can page through the list.

- The list can be re-sorted by clicking an underlined column heading. The list includes enrollment records from the current year and previous years.
- A blue link indicates a student who is not currently enrolled and can be re- enrolled.
- A black link indicates a student who is currently enrolled; **these students cannot be re-enrolled.**
- **You can only click a row for the most recent year the student was enrolled;** records for earlier school years are not hyperlinked.

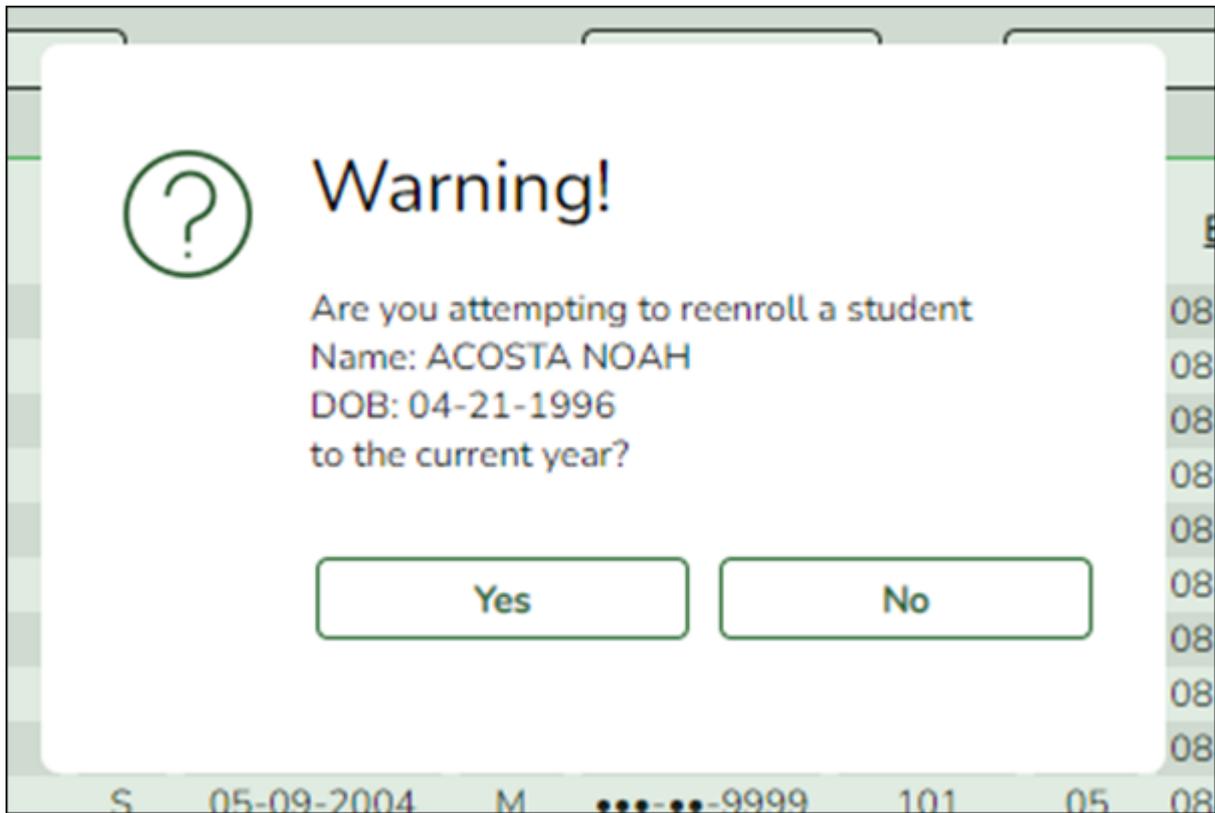
When you locate the student you want to re-enroll, click the blue link for either the student ID or school year.

- If the student's latest enrollment is in the current school year (i.e., if you clicked a black link), a message indicates that the student is currently enrolled.



Click **OK**.

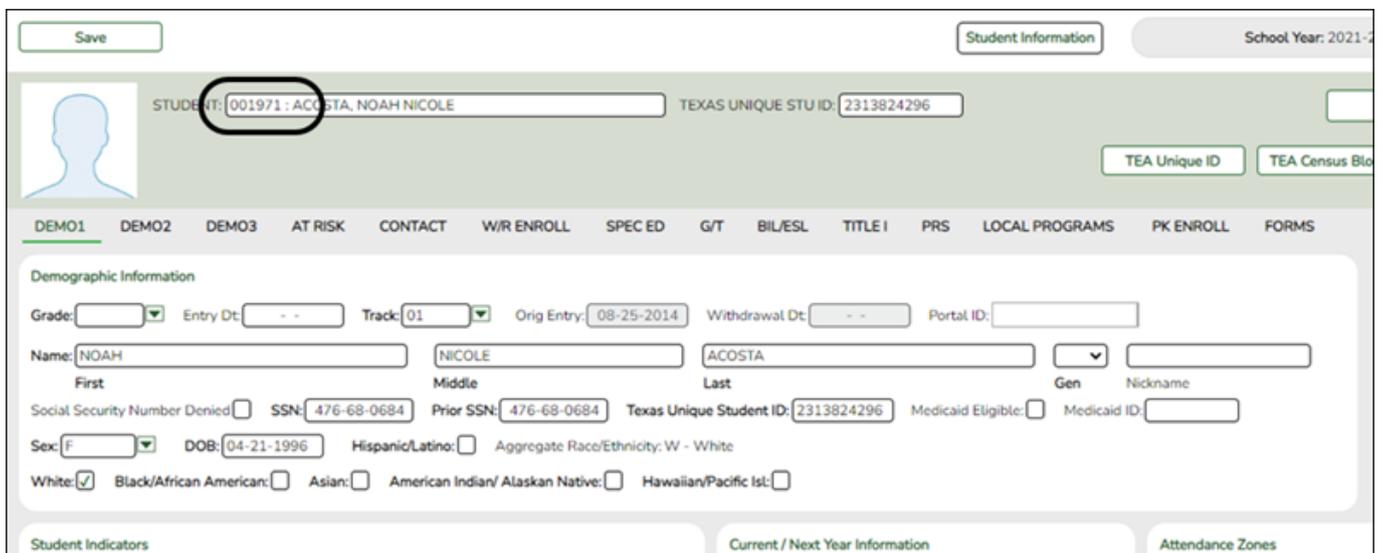
- If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year.



A warning dialog box with a question mark icon. The text reads: "Warning! Are you attempting to reenroll a student Name: ACOSTA NOAH DOB: 04-21-1996 to the current year?" Below the text are two buttons: "Yes" and "No".

Click **Yes**.

The Dem1 tab opens allowing you to re-enroll that student. The student ID (as displayed in the **Student** field must be the same as used previously.



A screenshot of a student information form. The "Student ID" field is circled in red and contains the value "001971 : ACOSTA, NOAH NICOLE". Other fields include "TEXAS UNIQUE STU ID: 2313824296", "Grade", "Entry Dt", "Track", "Orig Entry", "Withdrawal Dt", "Portal ID", "Name" (First: NOAH, Middle: NICOLE, Last: ACOSTA), "Social Security Number Denied", "SSN", "Prior SSN", "Texas Unique Student ID", "Medicaid Eligible", "Medicaid ID", "Sex", "DOB", "Hispanic/Latino", "Aggregate Race/Ethnicity", and "White" (checked).

- You must enter the **Grade** and **Entry Dt** fields for the student.
- Add or update additional data for the student.
- Click **Save**.

Enroll a Student in Special Programs

[Special Programs](#)

Additional tabs on the Student Enrollment page allow you to enroll the student in various special programs, including special education, gifted and talented, bilingual/ESL, Title I, pregnancy-related services (PRS), local programs, and PK enrollment.

- If the student is new to the district, there will be no existing rows on the program tabs.
- If a student was previously enrolled in the district and in a special program, one or more rows will be displayed with previous enrollment data. The most recent row must contain an exit date and withdrawal reason code in order to add a new record.

Registration > Maintenance > Student Enrollment

For example, to enroll a student in the Gifted and Talented Program:

- From the G/T tab, click **+Add** to add a record. A blank row is added to the grid.

- Type the date the student entered the program in the MMDDYYYY format.
- Additional fields may be needed depending on the program. See online Help for descriptions of the fields.
- Click **Save**.

Pre-Enroll Student

Pre-Enrollment

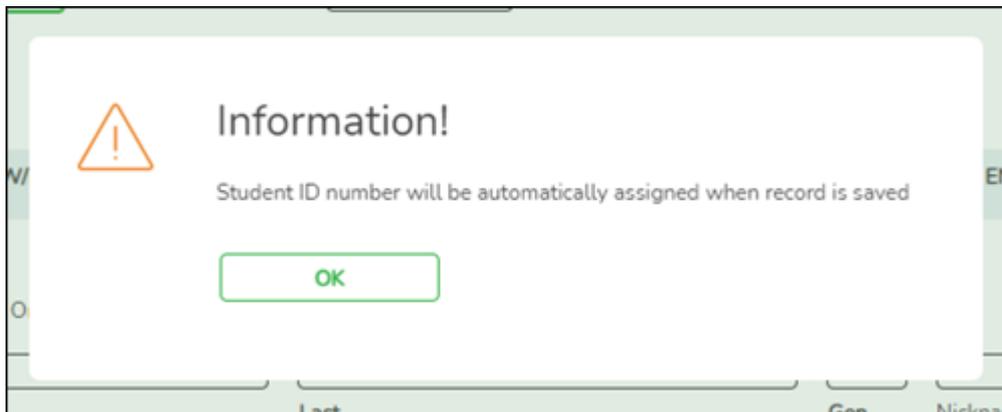
The following steps describe adding a student who has never had a record in the district.

Registration > Maintenance > Student Enrollment

Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the top of the page:

- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

Add Demographic Information

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

Registration > Maintenance > Student Enrollment > Demo1

The screenshot shows a web form for adding demographic information for a student. At the top, there is a 'Save' button and a 'Student Information' tab. The 'School Year' is set to 2021-22. The student ID is 004195 and the Texas Unique Student ID is blank. The form is divided into several sections: 'Demographic Information' with fields for Grade, Entry Dt, Track (01), Orig Entry, Withdrawal Dt, Portal ID, Name (First, Middle, Last), Gen, Nickname, Social Security Number Denied, SSN, Prior SSN, Texas Unique Student ID, Medicaid Eligible, Medicaid ID, Sex, DOB, Hispanic/Latino, and Aggregate Race/Ethnicity (with checkboxes for White, Black/African American, Asian, American Indian/Alaskan Native, and Hawaiian/Pacific Isl). Below this are 'Student Indicators' and 'Current / Next Year Information' sections with various dropdown menus and checkboxes.

The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First and Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered. See online Help for descriptions of each field.



Back Cover