



## **ASCENDER Registration - Enroll, Re-Enroll or Pre-Enroll 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](#)

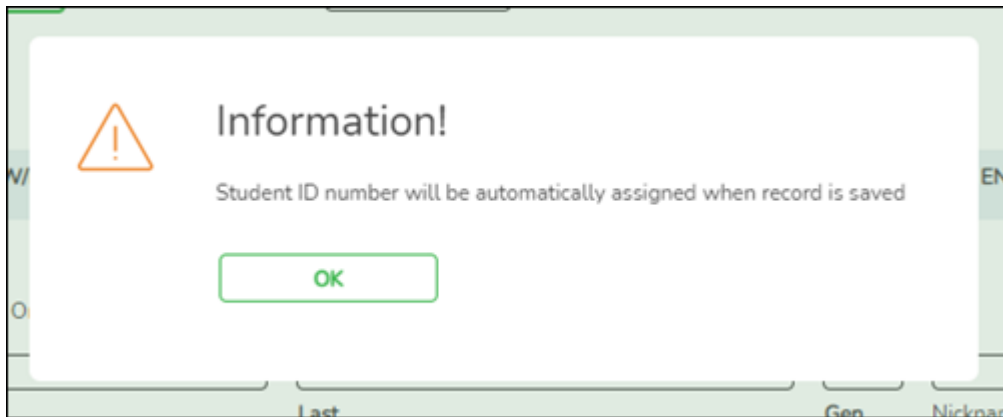
The following steps describe adding a student who has never had a record in the district.

### Registration > Maintenance > Student Enrollment

- ☐ 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:

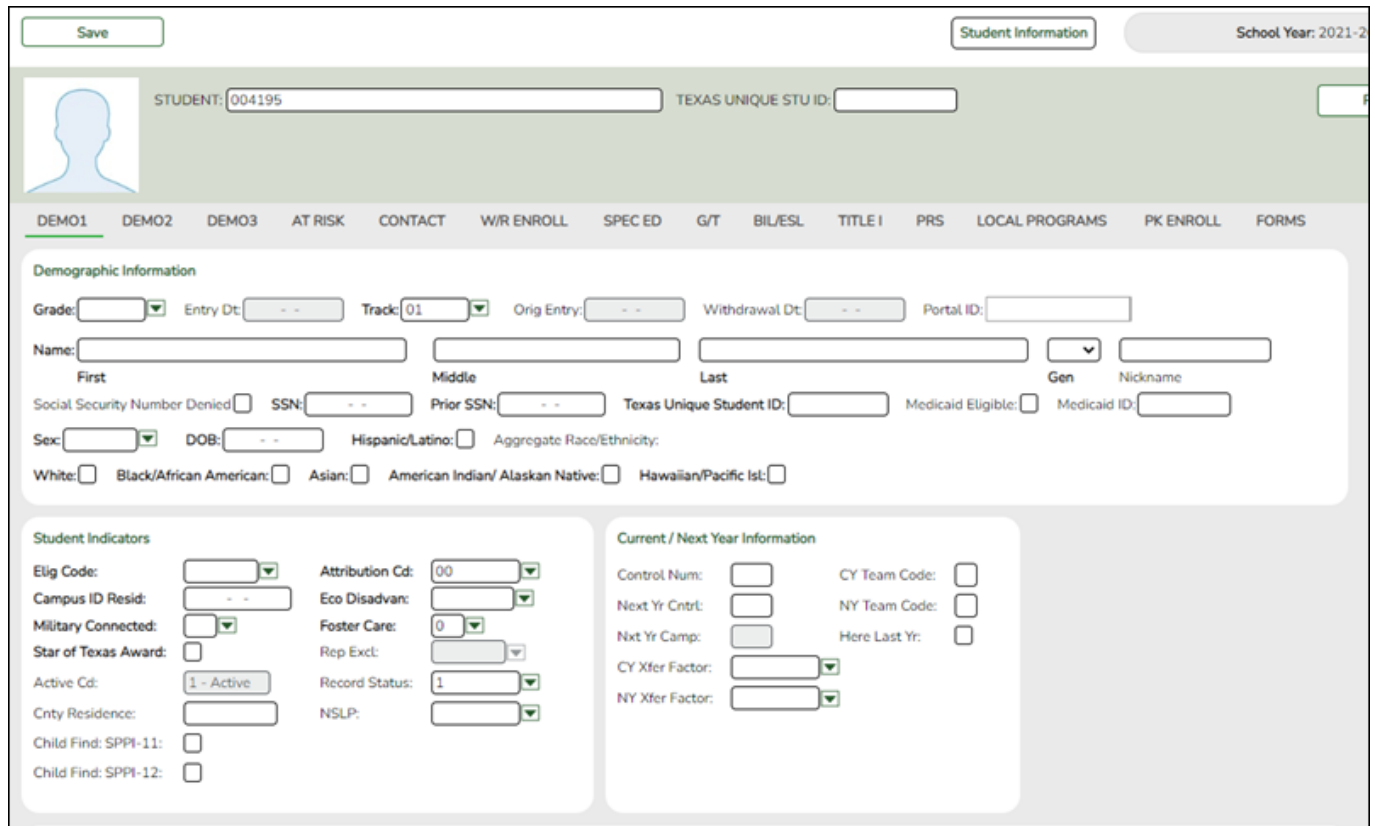
- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

- ☐ 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 the 'Student Enrollment' form, specifically the 'Demo1' tab. At the top, there is a 'Save' button and a 'Student Information' tab. Below this, a student profile icon is shown next to the 'STUDENT: 004195' and 'TEXAS UNIQUE STU ID:' fields. The form is divided into several sections: 'Demographic Information', 'Student Indicators', and 'Current / Next Year Information'. The 'Demographic Information' section includes fields for Grade, Entry Dt, Track, 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, Aggregate Race/Ethnicity, and various race checkboxes (White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl). The 'Student Indicators' section includes Elig Code, Campus ID Resid, Military Connected, Star of Texas Award, Active Cd, Cnty Residence, Child Find: SPPI-11, Child Find: SPPI-12, Attribution Cd, Eco Disadvan, Foster Care, Rep Excl, Record Status, and NSLP. The 'Current / Next Year Information' section includes Control Num, CY Team Code, Next Yr Cntrl, NY Team Code, Nxt Yr Camp, Here Last Yr, CY Xfer Factor, and NY Xfer Factor.

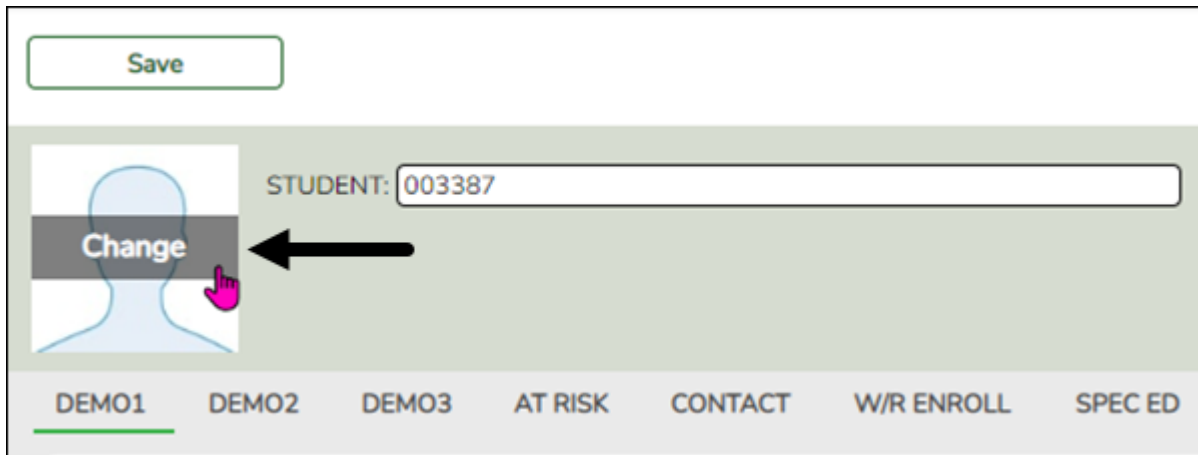
☐ The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **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.

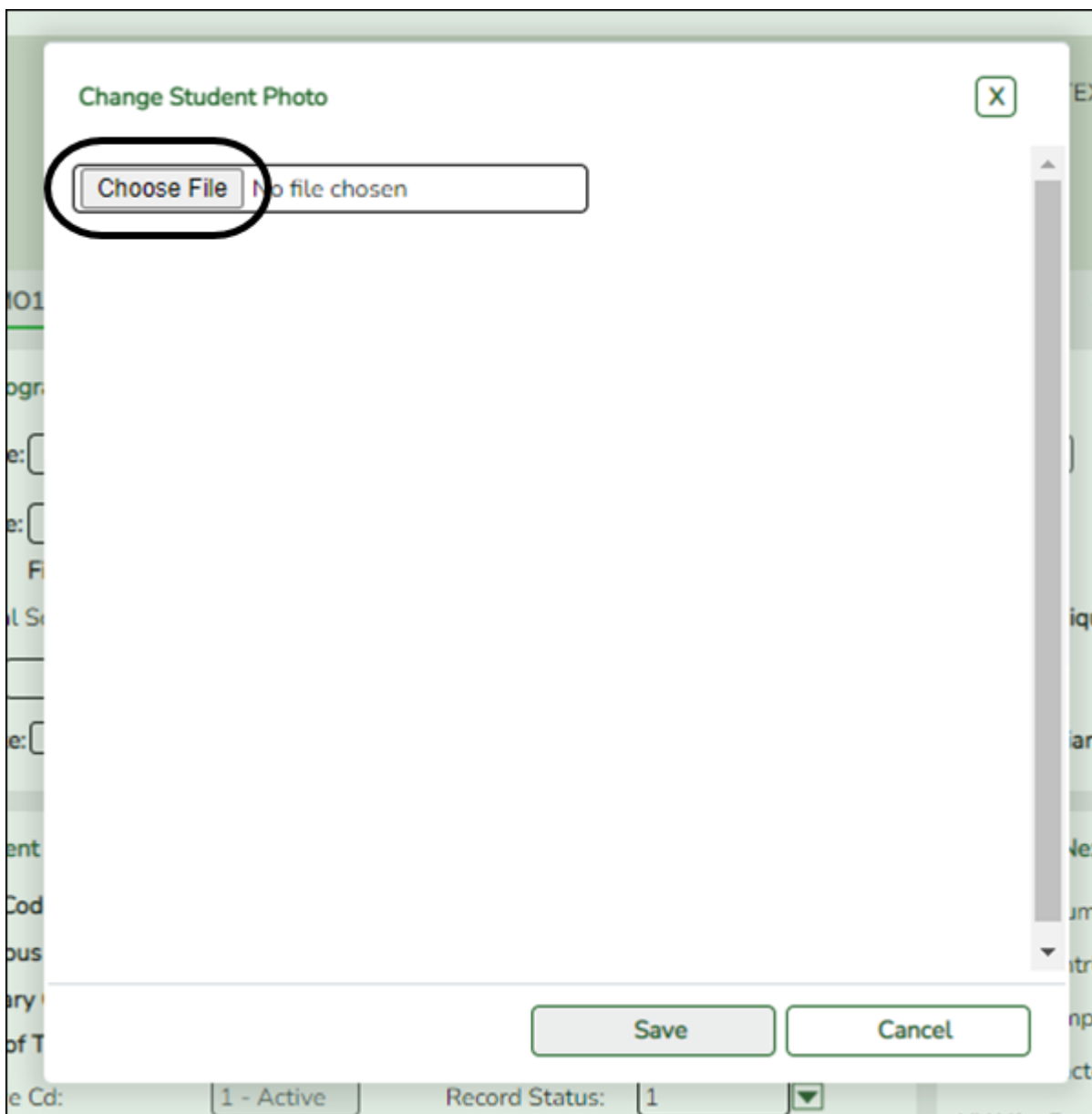
☐ If a photo exists for the student ID, the student photo is displayed. You can add or change the student photo:

- 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. A black arrow points to the 'Change' button. 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, DEMO2, DEMO3, AT RISK, CONTACT, W/R ENROLL, and SPEC ED. The DEMO1 tab is currently selected and highlighted with a green underline.

The Change Student Photo window opens.



The screenshot shows a 'Change Student Photo' dialog box. At the top left is the title 'Change Student Photo' and a close button (X). Below the title is a 'Choose File' button, which is circled in black. To the right of the 'Choose File' button is a text field containing 'No file chosen'. At the bottom of the dialog box are 'Save' and 'Cancel' buttons. Below the dialog box, a status bar shows 'e Cd: 1 - Active' and 'Record Status: 1'.

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

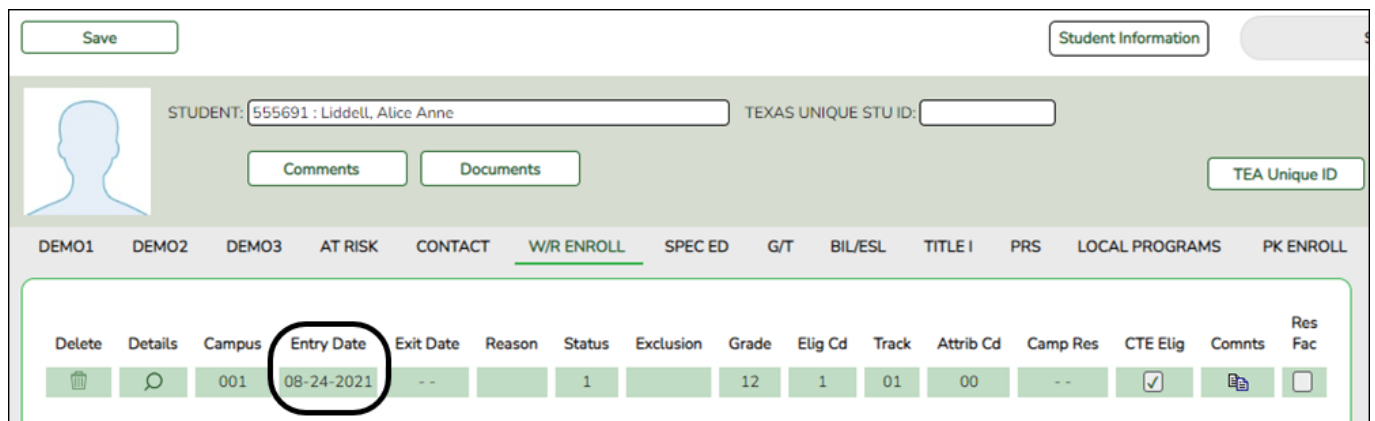
□ Click **Save**.

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.

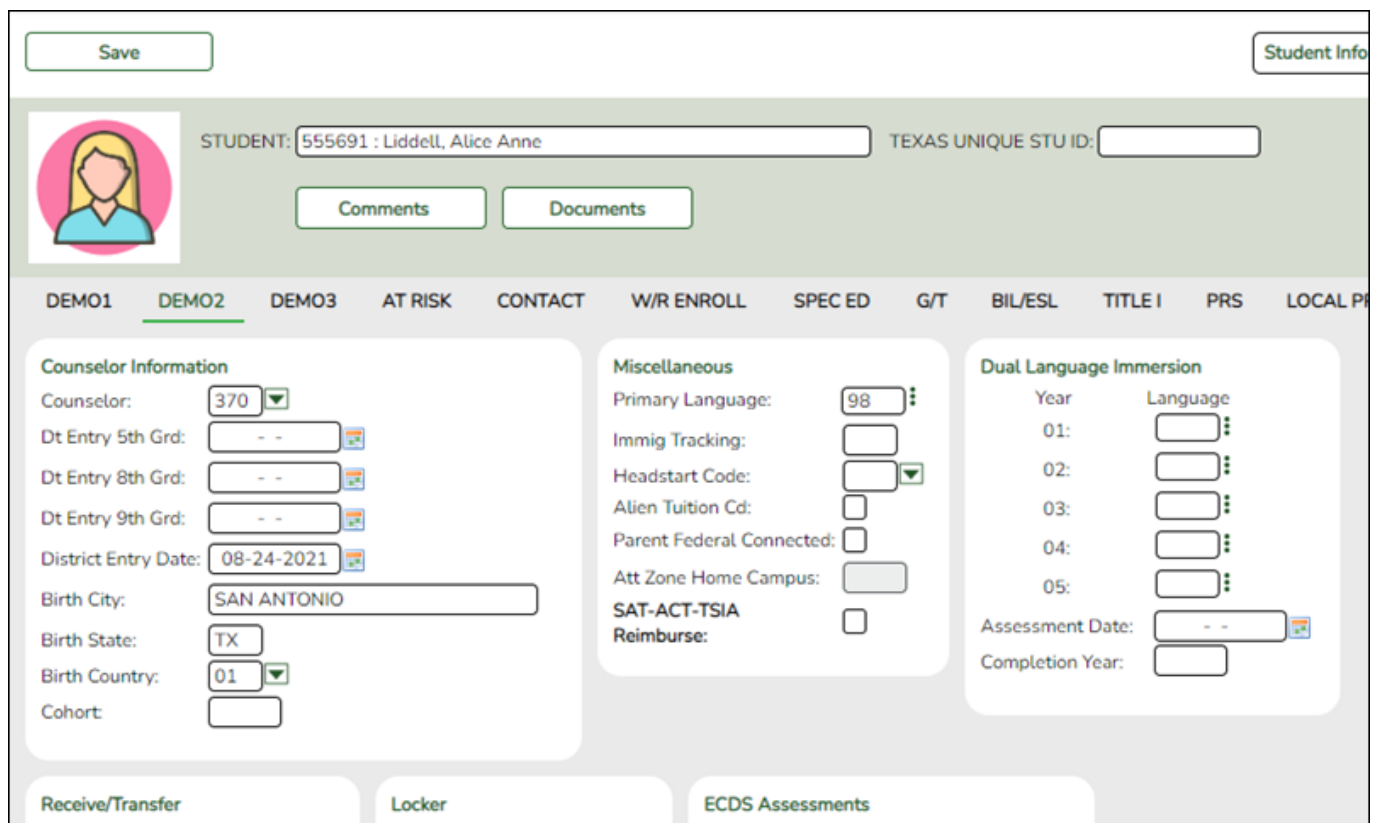
### **Registration > Maintenance > Student Enrollment > W/R Enroll**

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. The student information is: STUDENT: 555691 : Liddell, Alice Anne, TEXAS UNIQUE STU ID: [empty]. The 'Entry Date' field is circled in red, showing '08-24-2021'. Other fields include 'Exit Date' (--), 'Reason' (1), 'Status' (12), 'Elig Cd' (1), 'Track' (01), 'Attrib Cd' (00), 'Camp Res' (--), 'CTE Elig' (checked), 'Comnts' (empty), and 'Res Fac' (empty).

### **Registration > Maintenance > Student Enrollment > Demo2**



The screenshot shows the 'DEMO2' tab selected. The student information is: STUDENT: 555691 : Liddell, Alice Anne, TEXAS UNIQUE STU ID: [empty]. The 'Counselor' field is highlighted in red, showing '370'. Other fields include '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), 'Cohort' (empty), 'Primary Language' (98), 'Immig Tracking' (empty), 'Headstart Code' (empty), 'Alien Tuition Cd' (empty), 'Parent Federal Connected' (empty), 'Att Zone Home Campus' (empty), 'SAT-ACT-TSIA Reimburse' (empty), 'Year' (01, 02, 03, 04, 05), 'Language' (empty), 'Assessment Date' (--), and 'Completion Year' (empty).

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

Last Name 
First Name 
Stu ID 
Texas Unique Student ID 
SSN

School Yr	Stu ID	Last Name	First Name	MI	DOB	Sex	SSN	Cameous	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.

Last Name 
First Name 
Stu ID 
Texas Unique Student ID 
SSN

School Yr	Stu ID	Last Name	First Name	MI	DOB	Sex	SSN	Cameous	Grd	Entry Dt	Withdraw Dt	Withdraw Cd	Grad Dt
2021-2022	004195	ABEE	KELSON	E	09-12-2014	F	***-**-1695	101	PK	08-09-2021	--		
2020-2021	004195	ABEE	KELSON	E	09-12-2014	F	***-**-1695	101	KG	08-10-2020	--		
2019-2020	004195	ABEE	KELSON	E	09-12-2014	F	***-**-1695	101	PK	08-21-2019	--		
2021-2022	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	001	11	08-09-2021	--		
2020-2021	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	001	10	08-10-2020	--		
2019-2020	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	001	09	08-21-2019	--		
2018-2019	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	042	08	08-20-2018	--		
2017-2018	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	042	07	08-28-2017	--		
2016-2017	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	042	06	08-22-2016	--		
2015-2016	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	05	08-24-2015	--		
2014-2015	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	05	08-25-2014	--		
2013-2014	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	04	08-26-2013	--		
2012-2013	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	03	08-27-2012	--		
2011-2012	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	02	08-22-2011	--		
2010-2011	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	01	08-23-2010	--		
2009-2010	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	KG	08-24-2009	--		
2008-2009	002893	ACE	REBECCA	S	05-09-2004	M	***-**-9999	101	PK	08-25-2008	--		
2014-2015	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	001	12	08-25-2014	--		05-2015
2013-2014	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	001	11	08-26-2013	--		
2012-2013	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	001	10	08-27-2012	--		
2011-2012	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	001	09	08-22-2011	--		
2010-2011	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	042	08	08-23-2010	--		
2009-2010	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	042	07	08-24-2009	--		
2008-2009	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	042	06	08-25-2008	--		
2007-2008	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	101	05	08-27-2007	--		
2006-2007	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	101	05	08-21-2006	--		
2005-2006	001971	ACOSTA	NOAH	N	04-21-1996	F	***-**-0684	101	04	08-22-2005	--		
2015-2016	003364	ACOSTA	SAMANTHA	W	06-30-1997	M	***-**-3909	001	12	08-24-2015	--		05-2016

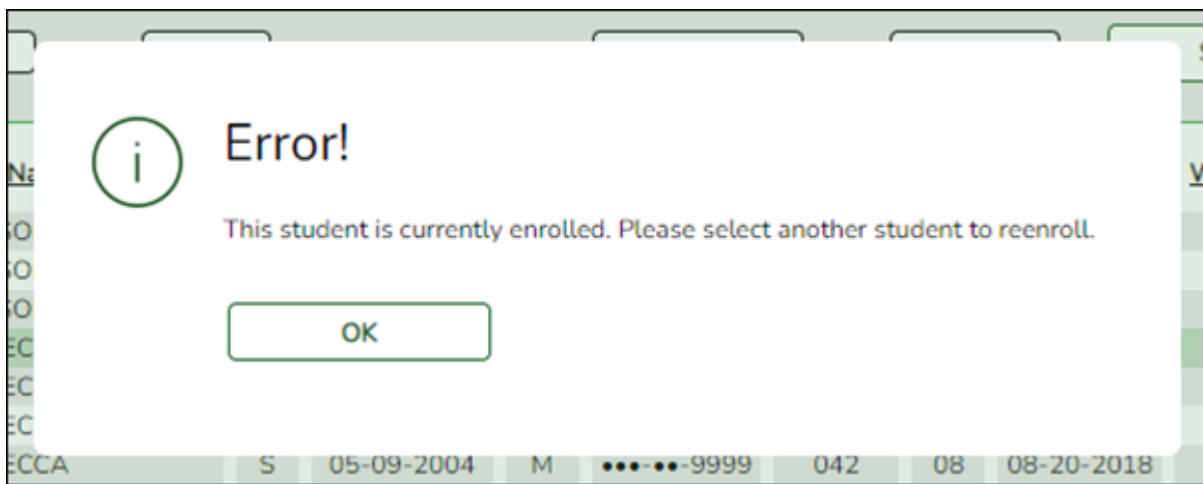
First  / 463

- 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.

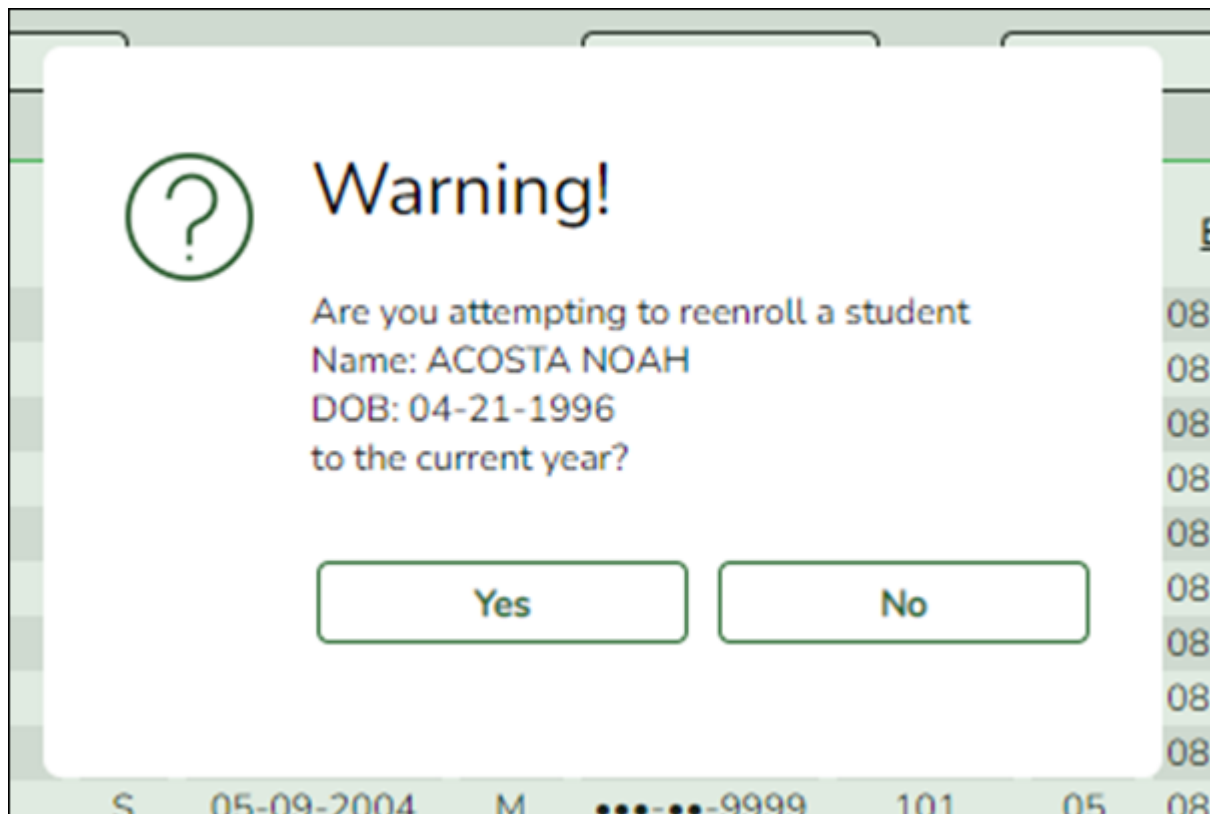
☐ When you locate the student you want to re-enroll, click the blue link for either the student ID or school year.

- 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**.

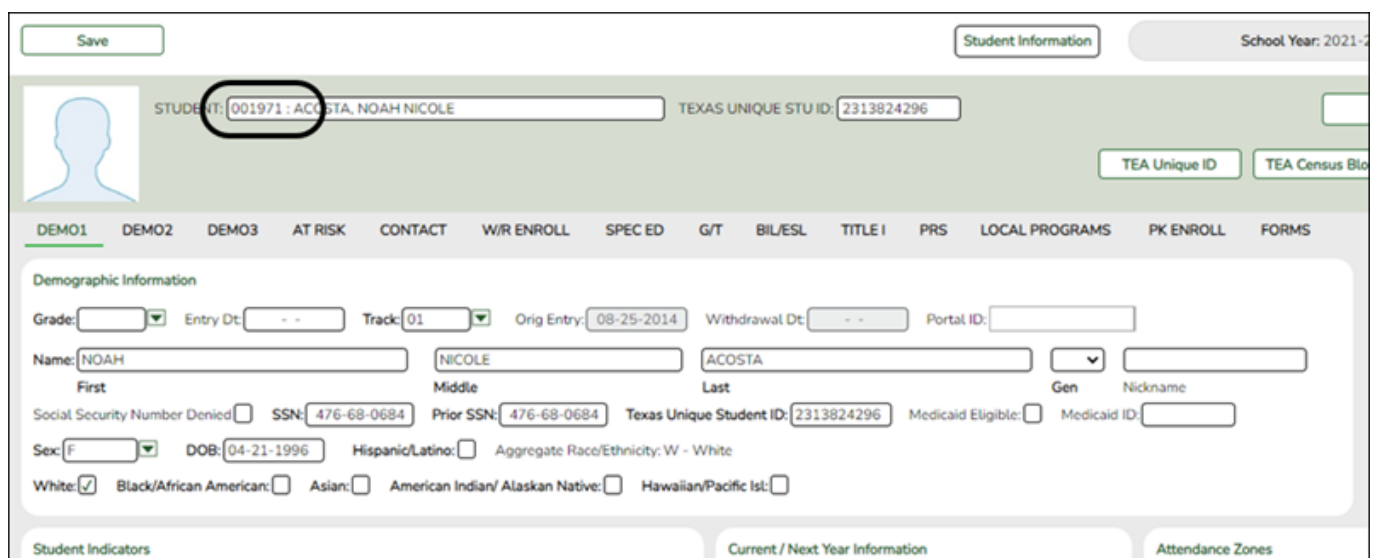
- If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year.



A warning dialog box with a green 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.



The "Student Information" form is displayed. The "STUDENT ID" field is circled in red and contains the value "001971 : ACOSTA, NOAH NICOLE". The "TEXAS UNIQUE STU ID" field contains "2313824296". The form includes tabs for "DEMO1", "DEMO2", "DEMO3", "AT RISK", "CONTACT", "W/R ENROLL", "SPEC ED", "G/T", "BIL/ESL", "TITLE I", "PRS", "LOCAL PROGRAMS", "PK ENROLL", and "FORMS". The "Demographic Information" section includes fields for Grade, Entry Dt, Track, 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, Aggregate Race/Ethnicity, and various race/ethnicity checkboxes (White, Black/African American, Asian, American Indian/Alaskan Native, Hawaiian/Pacific Isl.).

- 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

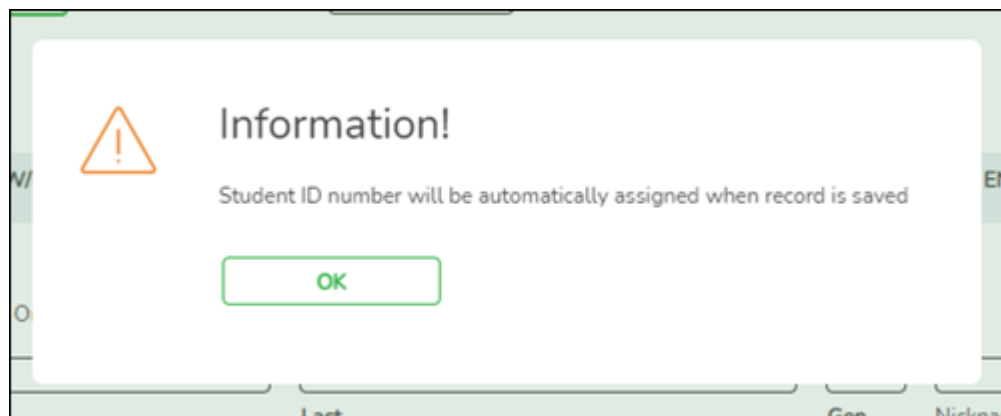
The following steps describe adding a student who has never had a record in the district.

### Registration > Maintenance > Student Enrollment

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

Depending on the setting of the **Auto Assign Student ID** 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 the 'Student Information' form in the 'Demo1' tab. The form is divided into several sections: 'Demographic Information', 'Student Indicators', and 'Current / Next Year Information'. The 'Demographic Information' section includes fields for Grade, Entry Dt, Track, 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. The 'Student Indicators' section includes fields for Elig Code, Campus ID Resid, Military Connected, Star of Texas Award, Active Cd, Cnty Residence, Child Find: SPPI-11, Child Find: SPPI-12, Attribution Cd, Eco Disadvan, Foster Care, Rep Excl, Record Status, and NSLP. The 'Current / Next Year Information' section includes fields for Control Num, CY Team Code, Next Yr Cntrl, NY Team Code, Next Yr Camp, Here Last Yr, CY Xfer Factor, and NY Xfer Factor.

☐ 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