



# Register Student



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# Register Student


**Registration > Maintenance > Online Registration > New Student Enrollment (click )**

This page allows you to enroll a new student using the information that was entered by the student's parent/guardian in ASCENDER ParentPortal.

This initial data serves as the basis for a complete student record.

**NOTE:** Verify whether **Auto Assign Student ID** is set to automatic or manual assignment of student ID numbers on [Maintenance > District Profile > District Maintenance > Control Info](#).

## Update data:

From the New Student Enrollment page, click  to view the details of the new student enrollment request.

The Register Student page opens displaying the student's demographic data.

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| <b>Student ID</b>  | Verify whether student IDs are automatically or manually assigned, as indicated in the <b>Auto Assign Student ID</b> field on <a href="#">Maintenance &gt; District Information &gt; Control Info</a> . <ul style="list-style-type: none"> <li>• If student IDs are manually assigned, type a student ID. Leading zeros are not required.</li> <li>• If student IDs are automatically assigned, leave the field blank, and the system will assign the next available student ID when the record is saved.</li> </ul> |
| <b>Student Key</b> | The enrollment key assigned to the student's enrollment record in ASCENDER ParentPortal is displayed.  |

Under **Demographic Information:**

|                 |   |
|-----------------|---|
| <b>Grade</b>    | Select the student's grade level for the current school year.   |
| <b>Entry Dt</b> | Type the student's enrollment date, which is the first date the student attended the campus.<br><br>For students enrolling in the next school year, the <b>Entry Dt</b> should be the <i>last day of school</i> in the current school year. When Annual Student Data Rollover occurs, this date will be converted to the first day of school in the upcoming school year. |
| <b>Track</b>    | Select the attendance track in which to enroll the student.   |

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| <b>Elig Code</b>         | Select the student's ADA eligibility code.  |
| <b>Next Year Student</b> | Select if the student is enrolling for the next school year.<br><br>If selected, the student's record will be saved with a record status 5 (i.e., <i>not currently in district will attend next year</i> ). Since Annual Student Data Rollover (ASDR) does not promote these students to the next grade level, the <b>Grade</b> field should be set to the next year grade level for any status 5 students. |

The following fields are populated using the information that was entered by the student's parent/guardian in ASCENDER ParentPortal. **Verify that the data is valid.**

| <b>Name</b>                          | The student's full name is displayed.  |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
|--------------------------------------|--|--|--|----------------------|----------------------------|-----------------|---------------------------|--|--------------|---------------------------|--|--------------|--------------------------|--|--|--------------------------|--|----------|
| <b>Social Security Number Denied</b> | Select if the student's parent/guardian refused to provide the student's social security number to the district.<br><br>If selected and the student's <b>SSN</b> is blank, and <b>Assign State ID Number</b> is selected on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; District Maintenance &gt; Control Info</a> , the next available State ID will automatically be assigned to the new student, and displayed in the <b>SSN</b> field upon <b>Save</b> .  |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| <b>SSN</b>                           | The student's social security number is displayed.   |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| <b>Sex</b>                           | The code indicating the student's gender is displayed.   |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| <b>DOB</b>                           | The student's date of birth is displayed and cannot be modified.<br><br>TEDS Data Element: DATE-OF-BIRTH (E0006)   |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| <b>Xfer Factor</b>                   | <p>If a campus is capped for the current year (i.e., <b>Capped To Campus</b> and <b>Capped Date</b> are set for a particular campus on <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Control Info</a>), this field allows you to override the cap when enrolling a student who would otherwise be assigned to another campus.</p> <p>Select the reason you are enrolling the student in the capped campus. The list of reasons is maintained on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Tables &gt; Transfer Factor CY</a>.</p> <table border="1" data-bbox="389 1386 1477 1778"> <thead> <tr> <th>Student's Entry Date</th> <th>Student's Physical Address</th> <th>Transfer Factor</th> </tr> </thead> <tbody> <tr> <td>Before <b>Capped Date</b></td> <td>Exists in <a href="#">Attendance Zones</a></td> <td>Not required</td> </tr> <tr> <td>Before <b>Capped Date</b></td> <td>Does not exist in <a href="#">Attendance Zones</a></td> <td>Not required</td> </tr> <tr> <td>After <b>Capped Date</b></td> <td>Exists in <a href="#">Attendance Zones</a></td> <td>Code 3 (<i>override capped campus</i>) is automatically assigned</td> </tr> <tr> <td>After <b>Capped Date</b></td> <td>Does not exist in <a href="#">Attendance Zones</a></td> <td>Required</td> </tr> </tbody> </table> |  |  | Student's Entry Date | Student's Physical Address | Transfer Factor | Before <b>Capped Date</b> | Exists in <a href="#">Attendance Zones</a> | Not required | Before <b>Capped Date</b> | Does not exist in <a href="#">Attendance Zones</a> | Not required | After <b>Capped Date</b> | Exists in <a href="#">Attendance Zones</a> | Code 3 ( <i>override capped campus</i> ) is automatically assigned | After <b>Capped Date</b> | Does not exist in <a href="#">Attendance Zones</a> | Required |
| Student's Entry Date                 | Student's Physical Address   | Transfer Factor  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| Before <b>Capped Date</b>            | Exists in <a href="#">Attendance Zones</a>   | Not required   |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| Before <b>Capped Date</b>            | Does not exist in <a href="#">Attendance Zones</a>   | Not required   |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| After <b>Capped Date</b>             | Exists in <a href="#">Attendance Zones</a>   | Code 3 ( <i>override capped campus</i> ) is automatically assigned |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| After <b>Capped Date</b>             | Does not exist in <a href="#">Attendance Zones</a>   | Required   |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| <b>Last Year Grade</b>               | The grade level entered by the parent when enrolling the student via ASCENDER ParentPortal is displayed but can be updated if needed.  |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |
| <b>Hispanic/Latino</b>               | The field is selected if the student is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  |  |  |                      |                            |                 |                           |  |              |                           |  |              |                          |  |  |                          |  |          |

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| <b>Race</b> | One or more of the following options is selected, regardless of whether the student is <b>Hispanic/Latino</b> . |  |
|             | <b>White</b>  | The field is selected if the student has origins in any of the original peoples of Europe, the Middle East, or North Africa.   |
|             | <b>Black/African American</b>   | The field is selected if the student has origins in any of the black racial groups of Africa.  |
|             | <b>Asian</b>  | The field is selected if the student has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam). |
|             | <b>American Indian/Alaskan Native</b>   | The field is selected if the student has origins in any of the original peoples of North and South America (including Central America).  |
|             | <b>Hawaiian/Pacific Isl</b>   | The field is selected if the student has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |

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| <b>Phone/Address</b> | <b>Phone Nbr</b>   | The student's area code and phone number are displayed.      |
|                      | <b>Cell Ph Nbr</b> | The student's area code and cell phone number are displayed. |
|                      | <b>E-mail</b>      | The student's email address is displayed.                    |
|                      | <b>Mailing</b>     | The student's mailing address is displayed.                  |
|                      | <b>Physical</b>    | The student's physical address is displayed.                 |

Under **Attendance Zones**:

If Attendance Zones are used in the district (i.e, **Attendance Zone Edit** is selected on [Registration > Maintenance > District Profile > Attendance Zones Options](#)), the student's **Physical** address will be validated against the district's [Attendance Zones](#).

The list of campuses in the student's attendance zone are listed.

If the student's **Physical** address is not within a street segment as defined on the district [Attendance Zones](#) page, the student cannot be enrolled unless the student has a transfer factor override code.

Under **Contact Detail**:

Up to six contact tabs may be displayed. Information entered by the parent is displayed. **Verify that the data is valid**, and make changes to each tab if needed. You can save changes to all tabs at the same time.

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| <b>Parent/Guardian</b> | The field is selected if the contact is the student's guardian. |
|------------------------|---|

|   |   |
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| <b>Emergency</b>                            | The field is selected if the contact should be notified in the event of an emergency.   |
| <b>Receive Mailouts</b>                     | This field should be selected if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as <b>Priority=1</b> .  |
| <b>Relation</b>                             | The contact's relationship to the student is displayed, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person.<br><b>NOTE:</b> For a hospital contact, <i>Hospital</i> should be selected, the hospital name should be entered in the <b>Occupation</b> field. |
| <b>Language</b>                             | The language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact is displayed. If blank, the documents are printed in English.   |
| <b>Name</b>                                 | The contact's full name is displayed.<br><b>NOTE:</b> This field should be blank if <b>Relation</b> is set to <i>Hospital</i> .   |
| <b>Enrolling Person</b>                     | This field is selected if this is the contact who enrolled the student. Only one contact can be an enrolling person.  |
| <b>DOB</b>                                  | The contact's date of birth is displayed.   |
| <b>Phone Preference</b>                     | The contact's preferred phone number is displayed.  |
| <b>Home<br/>Cell<br/>Business<br/>Other</b> | The contact's home, business, cell, and other phone numbers, including area code, are displayed if entered.   |
| <b>Address</b>                              | The contact's complete address is displayed.  |
| <b>Migrant</b>                              | The field is selected if the contact (parent/guardian) is a migratory agricultural worker.  |
| <b>Occupation</b>                           | The contact's occupation is displayed. If <b>Relation</b> is <i>Hospital</i> , this field should display the hospital name.   |
| <b>E-mail</b>                               | The contact's email address is displayed.   |
| <b>Right to Transport</b>                   | This field is selected if the contact is authorized to transport the student from school. Instructors and administrators are able to view this information in TeacherPortal on the Student Information page.  |
| <b>Driver License</b>                       | The contact's driver license number and the two-character state that issued the driver license are displayed if entered.  |
| <b>Vehicle</b>                              | The contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate are displayed.   |

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| <b>Information Request</b> | <p>The button is displayed if information about previous special program participation or family members in the military was included.</p> <p>This information is view only, as the student has not yet been registered.</p> <p><b>WARNING:</b> This information is only displayed until the new student enrollment is accepted. Print this information before clicking <b>Save</b>; otherwise you must run <a href="#">SRG2300 - Student Information Request</a> to view the information.</p> <p>Click <b>Print</b> to print this information.</p> <p>Click <b>OK</b> to close the window.</p> |
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|                                 |  |
|---------------------------------|--|
| <b>Submitted Standard Forms</b> | Click to view a list of all forms submitted for the student. A pop-up window opens which displays the form name and date submitted. Click <b>OK</b> to close the window. |
| <b>Documents</b>                | <a href="#">View or attach supporting documentation.</a>   |

Click **Save**.

- The student is now enrolled and can be retrieved from the ASCENDER Registration > Maintenance > Student Enrollment page. You can add additional registration information for the student on these tabs.
- A student ID is assigned to the student.
- **NOTE:** A Student Portal ID is also automatically assigned to the student when the record is saved. It is not necessary to use the [Set Parent Portal IDs utility](#) unless you need to verify the student's Student Portal ID.

A warning message is displayed if the student was previously enrolled in the district (i.e., the student's social security number and date of birth match a historical record). Demographic information from the student's previous enrollment is displayed, including the previous student ID.

- Click **Yes** to confirm that this is the same student, and enroll the student with his previous student ID.
- Click **No** to return to the Register Student page without saving, and make any necessary changes to the record before saving again.

|               |  |
|---------------|--|
| <b>Return</b> | Click to return to the New Student Enrollment page to process another student. |
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**NOTE: To retrieve a newly enrolled student who was marked as a next year student:**  
From Maintenance > Student Enrollment, click **Directory**, and select **Next Year Students**.



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