



## New Student Enrollment



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## **Registration > Maintenance > Online Registration > New Student Enrollment**

This page allows you to review pending new student enrollment requests received from the txConnect parent portal.



### **Update data:**

A list of new student enrollment requests received from the txConnect parent portal is displayed.

To search for an new student enrollment record, do one of the following:

Field	Description
<b>Search by Name</b>	Type the student's first and last name.
<b>Search by Key</b>	Type the student's key. This number is generated by ASCENDER ParentPortal when the parent proceeds through the new student enrollment steps.

As you begin typing the name or key, a drop-down list displays records that match the characters you have typed. From the drop-down list you can select the record.

	View the details of a pending enrollment request. The student's enrollment record is displayed on the Register Student page.
	++ Delete an enrollment record. The row is shaded red and will be deleted when you click the <b>Delete</b> button.



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