



ASCENDER GUIDES



New Student Enrollment

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New Student Enrollment

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 txConnect.

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

| Field | Description |
|-----------------------|--|
| Search by Name | Type the student's first and last name. |
| Search by Key | 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 Delete . |



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