



New Student Enrollment

Table of Contents

New Student Enrollment 1

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.

- [The list can be re-sorted.](#)



You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

To search for a 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 . |



Back Cover