



Pending Update Details

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Pending Update Details



Registration > Maintenance > Online Registration > Pending Updates (click )

This tab allows you to review and approve or reject a student's pending online registration update requests submitted by parents from the txConnect parent portal.

screen shot:

Update data:

To access this page, click  on the Pending Updates page. The details of the student's pending updates are displayed.

| | |
|---|---|
| Submitted For | The student's name for which the request was submitted is displayed. One of the following is displayed: |
| | <ul style="list-style-type: none"> • For a standard or static form, the form name is displayed. • For a dynamic form, the ASCENDER ParentPortal field type for which the update was requested is displayed. |
|  | <p>For a standard form, you can click  next to the form name to view the form in a pop-up window.</p> <p>If you reject a standard form, a parent will need to re-submit the entire form even if it was previously submitted. Review all form fields.</p> <ul style="list-style-type: none"> • Click Spanish Version to view a Spanish version of the form. Click English Version to return to the English version. • Click Print to print the form. • Click OK to close the window. |
| Current Value | The current data for the field is displayed, if it exists. This only applies to dynamic form fields. |
| New Value | The newly submitted information is displayed. This only applies to dynamic form fields. |
| Submitted By | The name of the parent/guardian who submitted the request is displayed. |
| Doc Reqd | This field is currently not in use. <i>N</i> is always displayed for dynamic form fields. |
| Decision | |
| Accept All | Select to approve all of the student's pending update requests. |
| Accept | Select to approve a particular pending update. |
| Reject All | Select to reject all of the student's pending update requests. |
| Reject | Select to reject a particular pending update. |
| Pending All | Select to revert all requests to a pending status. This must be done prior to saving. |

If you reject an update:

- You must enter comments explaining your decision. Include detailed explanation and action required of the parent.
- An email message is sent to the parent notifying him that the change was not approved.



Click to add comments about your decision to approve or reject a request. The Reviewer's Comment window opens.

IMPORTANT! Comments are required when you reject a request. Include detailed explanation and action required of the parent.

a. Add or update comments as needed, up to 255 characters.

b. Click **OK**.

c. You must click **Save** on the Pending Updates page in order to save the updated data.

A red comment icon  indicates that reviewer's comments exist for the request.

Click **Save**.

Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the [Pending Updates](#) page.

Other functions and features:

Documents [View or attach supporting documentation.](#)

Document Attachments
 The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

[Document Attachment-enabled pages:](#)

| Application | Menu |
|-----------------|--|
| Attendance | Maintenance > Student > Student Inquiry (read-only access) |
| | Maintenance > Student > Student Posting > By Individual |
| Discipline | Maintenance > Student > Inquiry (read-only access) |
| | Maintenance > Student > Maintenance > Maintenance |
| Grade Reporting | Maintenance > Student > Individual Maint |
| Health | Maintenance > Student Health |
| Registration | Maintenance > Student Enrollment |
| Test Scores | Maintenance > Individual Maintenance |

[Document types by folder and application:](#)

| File Extention | Folder | Document Type |
|-----------------|-------------------|------------------------------|
| Attendance | Attendance | Notes |
| Attendance | Attendance | Other |
| Discipline | Incidents | Other |
| Grade Reporting | Grade Reporting | IPR |
| Grade Reporting | Grade Reporting | Report Card |
| Grade Reporting | Grade Reporting | Transcript |
| Health | Student Health | Acanthosis |
| Health | Student Health | Food and Allergy |
| Health | Student Health | Hearing |
| Health | Student Health | Immunization |
| Health | Student Health | Other |
| Health | Student Health | Physical Exam |
| Health | Student Health | Spinal |
| Health | Student Health | TB |
| Health | Student Health | Vision |
| Registration | Demographic | Birth Certificate |
| Registration | Demographic | Chemical Abuse Participation |
| Registration | Demographic | Directory Form |
| Registration | Demographic | Employment Survey |
| Registration | Demographic | Entry/Withdrawal |
| Registration | Demographic | McKinney-Vento |
| Registration | Demographic | Other |
| Registration | Demographic | Proof of Residence |
| Registration | Demographic | SSN Card |
| Registration | Bilingual/ESL | Other |
| Registration | Local Programs | Other |
| Registration | PRS | Other |
| Registration | Special Education | Other |
| Test Scores | Test Scores | College Assessments |
| Test Scores | Test Scores | Other |
| Test Scores | Test Scores | State Assessments |

[List of permissible file types:](#)
 Maximum file size: 10MB

| File Extention | Folder |
|----------------|---|
| .doc | application/msword |
| .docx | application/vnd.openxmlformats-officedocument.wordprocessingml.document |
| .gif | image/gif |
| .jpeg | image/jpeg |
| .jpg | image/jpeg |
| .pdf | application/pdf |
| .png | image/png |
| .pps | application/vnd.ms-powerpoint |
| .ppt | application/vnd.ms-powerpoint |
| .pptx | application/vnd.openxmlformats-officedocument.presentationml.presentation |
| .tif | image/tiff |
| .tiff | image/tiff |
| .txt | text/plain |
| .xls | application/vnd.ms-excel |
| .xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet |

Upload or view documents:

Under **Document List:**

| Application | Folder |
|--|--|
| The application you are currently logged on to is displayed (e.g., Test Scores). | In some applications, you must select the folder for which you want to view or attach a document: |
| | <ul style="list-style-type: none"> Different types of documents must be uploaded to specific folders. Changing the folder will change the document type options in the Select Type field. |
| | Some applications only have one folder, so no selection is necessary. |
| Select School Year | Select the school year for which you want to view documents. Student documents are stored by year. |

Existing documents are displayed according to specified criteria.

Under **Document Upload:**

| | |
|------------------------------|---|
| Select File to Upload | Click Choose File . Locate and select the document on your computer or network. The file name is displayed next to Choose File . Note: Files cannot be larger than 10MB or empty. |
| School Year | Select the school year for which you want to view documents. Student documents are stored by year. |
| Select Type | Select the type of document you are uploading. The list varies according to your selection in the Folder field. |
| Description | Type an optional description of the document. Note: The description cannot be longer than 255 characters. |

Upload File Click to upload the file for the student.

The document is listed in the **Document List** section.

The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

| | |
|--------------------|---|
| Type | Click the link in the Type column to download the file to your PC to view it. |
| Choose File | Click again to add another document, and repeat the steps for uploading a document. |
| | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document. |

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.

Inquiry Click to return to the [Pending Updates](#) page.



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