



pendingupdatesdetails

Table of Contents


Pending Update Details 1

Pending Update Details

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


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.

Update data:

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

Field	Description
Decision	<p>If you reject an update:</p> <ul style="list-style-type: none"> 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.
Field	<p>One of the following is displayed:</p> <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.
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 For	The student's name for which the request was submitted is displayed.
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.

● Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the Inquiry page.

10. To add comments to the pending update request, click . The Pending Updates - Reviewer's Comment dialog box opens. You can type up to 255 characters.

● Add or update comments as needed.

● Click OK to close the dialog box. Or, click Cancel to close the comments dialog box without saving the changes.

● A red comment icon indicates that the student has existing comments.

11. Click Save.

12. If the Documents button is provided, click Documents to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.

13. Click Inquiry to return to the Inquiry page.



Back Cover