ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Contact

Table of Contents

Contact 1

Contact

Registration > Maintenance > Student Enrollment > Contact

This tab allows you to view and maintain a student's contact information.

The Contact tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

Update data:

Existing contacts are displayed in order by **Priority**.

Priority	This field is displayed in the grid only. The number indicates the priority order of the contacts. Contacts are listed in the grid from highest (i.e., 1) to lowest priority. The priority order can be edited as needed. TWEDS Data Element: CONTACT-PRIORITY (E1427)

Click **+Add** to add a contact. The fields below the grid are enabled.

Name	Type the contact's first, middle, and last name. Select a generation code if applicable. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9. **NOTE:** The **Name** fields are disabled if you are entering a hospital contact (i.e., if **Relation** is set to *Hospital*). Type the hospital name in the **Occupation** field.
Relation	Select the contact's relationship to the student, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person. **NOTE:** If you are entering a hospital contact, select *Hospital* and type the hospital name in the **Occupation** field. This ensures that the hospital name is displayed on Health > Maintenance > Student Health > Emergency.
Enrolling Person	Select if this contact is the person who enrolled the student. Only one contact can be an enrolling person.

<table>
<tr><td>DOB</td><td>Type the contact's date of birth in the MMDDYYYY format.</td></tr>
<tr><td>Address</td><td>Type the contact's complete address. Or, click Copy Student Address to copy the student's mailing address from the Demo1 tab.

The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character.

The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 60 characters.

The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters.

The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters.</td></tr>
<tr><td>E-mail</td><td>Type the contact's email address, up to 48 characters.

TWEDS Data Element: EMAIL-ADDRESS (E1243)
Multiple contacts cannot use the same email address.</td></tr>
<tr><td>Occupation</td><td>Type the contact's occupation, up to 25 characters.</td></tr>
<tr><td>Migrant</td><td>Select if the contact is for a migrant student.</td></tr>
<tr><td>Parent/Guardian</td><td>Select if the contact is the student’s parent or guardian. If selected, the Guardian Verified and Parent Military fields are enabled.</td></tr>
<tr><td>Guardian Verified</td><td>Select to confirm that this person has been verified as the parent/guardian for the student. You must enter the parent's email address in the Email field when using this option.

If selected, the contact's email address can immediately be matched to the email address entered by the parent when registering for a ASCENDER ParentPortal account. If the two addresses match, the contact can complete online registration, and update the student's data.

NOTE: This field can be used to bypass the normal email verification process for short-term situations where the normal email address verification process cannot be completed.

NOTE: An audit log record will be made to track users who verify parent/guardians.

This field is cleared when the Set Parent Portal IDs utility is run includes the student.</td></tr>
<tr><td>Parent Military</td><td>Select if the contact has military connections. If selected, Branch of Service and Rank are enabled. Branch of Service is required.
<table>
<tr><td>Branch of Service</td><td>Select the branch of service in which the contact serves.</td></tr>
<tr><td>Rank</td><td>Type the abbreviation of the military rank of the contact, up to five characters.</td></tr>
</table></td></tr>
<tr><td>Emergency</td><td>Select if the contact should be notified in the event of an emergency.</td></tr>
<tr><td>Receive Mailouts</td><td>Select if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as Priority=<i>1</i>.</td></tr>
</table>

<table>
<tr><td>Language</td><td colspan="2">Select the language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact. If blank, the documents are printed in English.</td></tr>
<tr><td>Phone Preference</td><td colspan="2">Select the contact's preferred phone number. If selected, you must enter the corresponding phone number. For example, if you select <i>Cell</i>, the Cell Ph Nbr field is required.</td></tr>
<tr><td>Home Ph Nbr
Business Ph Nbr
Cell Ph Nbr
Other Ph Nbr</td><td colspan="2">Type the contact's home, business, cell, and other phone numbers, including area code, as applicable.</td></tr>
<tr><td rowspan="3">Transport Information</td><td>Right to Transport</td><td>Select if the contact is authorized to transport the student from school. Instructors and administrators will be able to view this information in TeacherPortal on the Student Information page.</td></tr>
<tr><td>Driver License</td><td>Type the contact's driver license number (up to 21 characters) and the two-character state that issued the driver license. The fields are optional; however, if you enter a driver license number, you must enter the state, and vice versa.</td></tr>
<tr><td>Vehicle</td><td>Enter the contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate. The fields are optional; however, if you enter the license plate number, you must enter the state, and vice versa.

The make and model can be up to 15 characters.

The plate number can be up to 8 characters.</td></tr>
</table>

Click **Save**.

🔍	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.
🗑	Delete a row. 1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.

<table>
<tr><td>Hist Directory</td><td>Retrieve a student enrolled in a prior school year.
From all Registration > Maintenance > Student Enrollment tabs, you can click Hist Directory to open the Historical Directory, which is used to search students who were enrolled in a prior school year and select a student for re-enrollment.

Enter data in one or more of the following fields, or leave all fields blank.
<table>
<tr><td>Last Name</td><td>Type all or part of the student's last name to retrieve students whose last name <i>begins with</i> the letters you have typed.</td></tr>
<tr><td>First Name</td><td>Type all or part of the student's first name to retrieve students whose first name <i>begins with</i> the letters you have typed.</td></tr>
<tr><td>Stu ID</td><td>Type all or part of the student's ID to retrieve students whose ID <i>begins with</i> the characters you typed.</td></tr>
<tr><td>Texas Unique Stu ID</td><td>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.

If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.
Review the Assign a TSDS Unique ID guide for additional information.</td></tr>
<tr><td>SSN</td><td>Type all or part of the student's social security number to retrieve students whose SSN <i>begins with</i> the characters you typed.</td></tr>
</table>

All except the SSN field are autosuggestion fields. As you begin typing, a drop-down list displays students whose data begins with the numbers or characters you have typed. From the drop-down list you can select the student.

Click Search. The students who meet the criteria entered are displayed. The records are sorted ascending by last name and first name, and then descending by year.

•
If there are multiple pages, page through the list.
•
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.

The list include enrollment records from the current year and previous years.
• A blue link indicates a student who is not currently enrolled and can be re-enrolled.

• A black link indicates a student who is currently enrolled; these students cannot be re-enrolled.

• You can only click a row for the most recent year the student was enrolled; records for earlier school years are not hyperlinked.

When you locate the student you want to re-enroll, click either the student ID or school year.

• If the student's latest enrollment is in the current school year, a message indicates that the student is currently enrolled. Click OK.

• If the student was last enrolled in a previous school year, a warning message prompts you to confirm that you want to re-enroll the student in the current year. Click Yes, and the Student Enrollment page opens allowing you re-enroll that student.

Click Cancel to return to the previous page without selecting a student.</td></tr>
<tr><td>Bus Info</td><td>View or update the student's bus information.
<table>
<tr><td>Eligible</td><td>Indicate the student's eligibility to ride the school bus.</td></tr>
<tr><td>Seat</td><td>Type the school bus seat assigned to the student, up to three characters.</td></tr>
</table>
The following fields are user-defined:
<table>
<tr><td>Route</td><td>Type the code indicating the student's bus route, up to three characters.</td></tr>
<tr><td>Run</td><td>Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs.</td></tr>
<tr><td>Pickup Stop</td><td>Type the code identifying the bus stop where the student is picked up for school, up to six characters.</td></tr>
<tr><td>Dropoff Stop</td><td>Type the code identifying the bus stop where the student is dropped off from school, up to six characters. Leave blank unless you maintain both pickup and dropoff stop information.</td></tr>
<tr><td>Pickup Assgnd</td><td>Type a one-character code indicating if the student’s pickup bus stop is assigned.</td></tr>
<tr><td>Dropoff Assgnd</td><td>Type the one-character code indicating if the student’s drop-off bus stop is assigned.</td></tr>
<tr><td>Pickup Route</td><td>Type the code identifying the student's bus route when he is picked up for school, up to six characters. Leave blank unless the Pickup Route is different from Route and you maintain both pickup and drop-off route fields.</td></tr>
<tr><td>Dropoff Route</td><td>Type the code identifying the student's bus route when he is dropped off from school, up to six characters. Leave blank unless the Dropoff Route is different from Route and you maintain both pickup and drop-off route fields.</td></tr>
<tr><td>Special Education</td><td>These fields display information from the Special Education application if applicable. The data can be updated on Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information under Related Services.
<table>
<tr><td>Transportation</td><td>The field indicates if the student is eligible for special education transportation.</td></tr>
<tr><td>Special Seating</td><td>The field is selected if the school provides the student any special chairs or seating equipment.</td></tr>
<tr><td>Wheelchair</td><td>The field is selected if the student uses a wheelchair.</td></tr>
</table></td></tr>
</table>

The Student Bus Information report (SRG1300) provides a list of the bus transportation information entered for each student.
The button does not appear until you retrieve a student on the Student Enrollment page.</td></tr>
<tr><td>⊕ Medical Alert</td><td>View medical alert.
The button is displayed if a medical warning exists for the student and Consent to Display Alert is selected on Health > Maintenance > Student Health > Emergency.

Click to view the student's medical alert information.</td></tr>
</table>

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.presentationalml.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	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: • 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.

ASCENDER®
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover