ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
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generic

Table of Contents

Generic Programs 1

Generic Programs

Registration > Maintenance > Student Enrollment > Generic

This tab allows you to view and update information for students who participate in a generic program, such as dyslexic, TAKS tutoring, or 504. Generic programs also include any crisis events or short-term programs that arise in the district.

Before a student can be enrolled in a generic program, the program must be set up by the district on Maintenance > District Profile > Generic Ent/Wd Program Codes. Then, the campus must select the program on Maintenance > Campus Profile > Campus Generic Ent/Wd Program Codes to make it available at the campus.

The Generic 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:

The student's existing generic program entry/withdrawal/reentry records are displayed. If the most recent row contains an exit date and withdrawal reason code, you can add a record.

Click **+Add** to add a record. A blank row is added to the grid.

Field	Description
Campus	The campus ID to which you logged on is displayed.
Entry Date	To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click to select the date from a calendar. If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date. The student can have only one active record (i.e., a record without an exit date). The entry/exit dates for different records cannot overlap.
Exit Date	To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click to select the date from a calendar. The exit date should be the school day following the last day the student was in the program.
Reason	If you are withdrawing the student from the program, click to select the withdrawal reason. **CAUTION:** Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.

Field	Description
Other Spc Pgms	Select the special program in which the student is participating.
Code 1-4	The fields are district-defined and not required. Update data as needed. Code 1 = one character Code 2 = two characters (For ADP this must be the ASDY track number.) Code 3 = three characters Code 4 = four characters

Click **Save**.

Other functions and features:

	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.
Hist Directory	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. **Last Name**: Type all or part of the student's last name to retrieve students whose last name *begins with* the letters you have typed. **First Name**: Type all or part of the student's first name to retrieve students whose first name *begins with* the letters you have typed. **Stu ID**: Type all or part of the student's ID to retrieve students whose ID *begins with* the characters you typed. **Texas Unique Stu ID**: Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* 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. **SSN**: Type all or part of the student's social security number to retrieve students whose SSN *begins with* the characters you typed. 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.
Bus Info	View or update the student's bus information. **Eligible**: Indicate the student's eligibility to ride the school bus. **Seat**: Type the school bus seat assigned to the student, up to three characters. The following fields are user-defined: **Route**: Type the code indicating the student's bus route, up to three characters. **Run**: Type the one-character run number of the student's bus route. Typically, each bus route consists of several runs. **Pickup Stop**: Type the code identifying the bus stop where the student is picked up for school, up to six characters. **Dropoff Stop**: 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. **Pickup Assgnd**: Type a one-character code indicating if the student's pickup bus stop is assigned. **Dropoff Assgnd**: Type the one-character code indicating if the student's drop-off bus stop is assigned. **Pickup Route**: 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. **Dropoff Route**: 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. **Special Education**: 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**. **Transportation**: The field indicates if the student is eligible for special education transportation. **Special Seating**: The field is selected if the school provides the student any special chairs or seating equipment. **Wheelchair**: The field is selected if the student uses a wheelchair. 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.

Medical Alert	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.

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.

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ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover