Student Enrollment

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Student Enrollment

Registration > Maintenance > Student Enrollment

> You must select a student before you can access the tabs on the Student Enrollment page.

Select a student

❏ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
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.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

The Student Enrollment page is enabled with Demo1 as the default tab.

Enroll a new student

To add a student who has never had a record in the district:

Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of **Auto Assign Student ID** on Maintenance > District Profile > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. A pop-up message is displayed indicating that the student ID number will automatically be assigned. Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. A message at the top of the page instructs you to enter the student ID.
    - In the **Student** field, type an unused six-digit student ID.
    - Click **Retrieve**.

The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

The following fields are required to create a student record; however, the more complete the student's record, the more useful the data is throughout the Student system.

- **Grade**
- **Entry Dt**
- **First** and **Last Name**
- **Elig Code**
- Either **SSN** or **Social Security Num Denied**
- **Sex**
- **Date of Birth**
- At least one race must be selected.

Other bolded fields are required for PEIMS reporting and should be entered.

Re-enroll a student from historical

To locate a student who was previously enrolled in the district, leave **Student** and **Texas Unique Stu ID** blank, and click **Hist Directory**.

The Historical Directory opens

Historical Directory

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.

If you have selected a student who can be re-enrolled, the Student Enrollment page opens allowing you re-enroll that student. The student ID (as displayed in the **Student** field) must be the same as used previously.

1. You must enter the **Grade** and **Entry Dt** fields for the student.
2. Add or update additional data for the student.
3. Click **Save**.
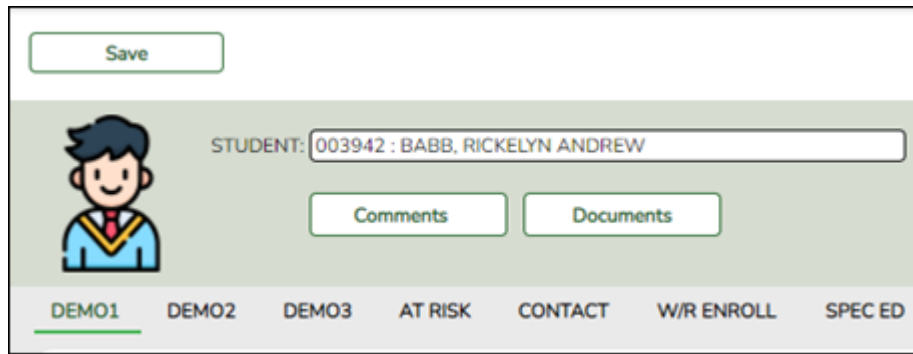
Student Photo Information

Student Photo

Registration > Maintenance > Student Photo

If set up by the LEA, student photos are displayed on all maintenance pages on which individual student records are retrieved. The photo is displayed once you click **Retrieve**.
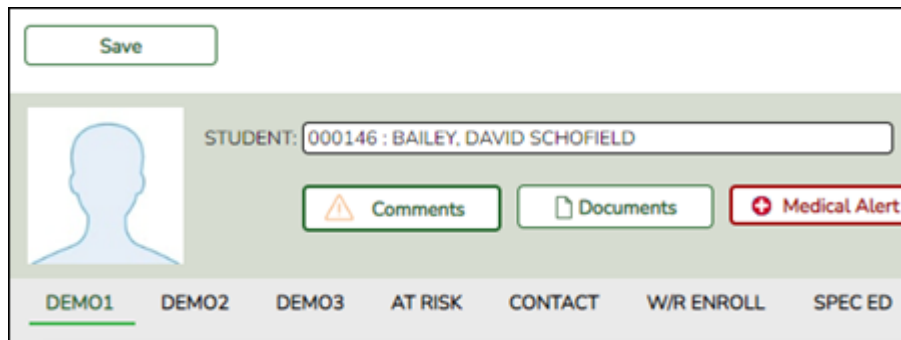
Use the students' ID numbers to name each image file.

- The six digit code must match the student ID from ASCENDER (e.g., 081818.jpg or 123456.gif).
- The picture file extension formats that are supported are .jpg, .jpeg, .png, .bmp, or .gif.
- Aspect ratios of the images are preserved in ASCENDER.
- Files should be less than 1MB and preferably under 100K.
- You can upload individual student pictures on the Student Enrollment page of the Registration application.

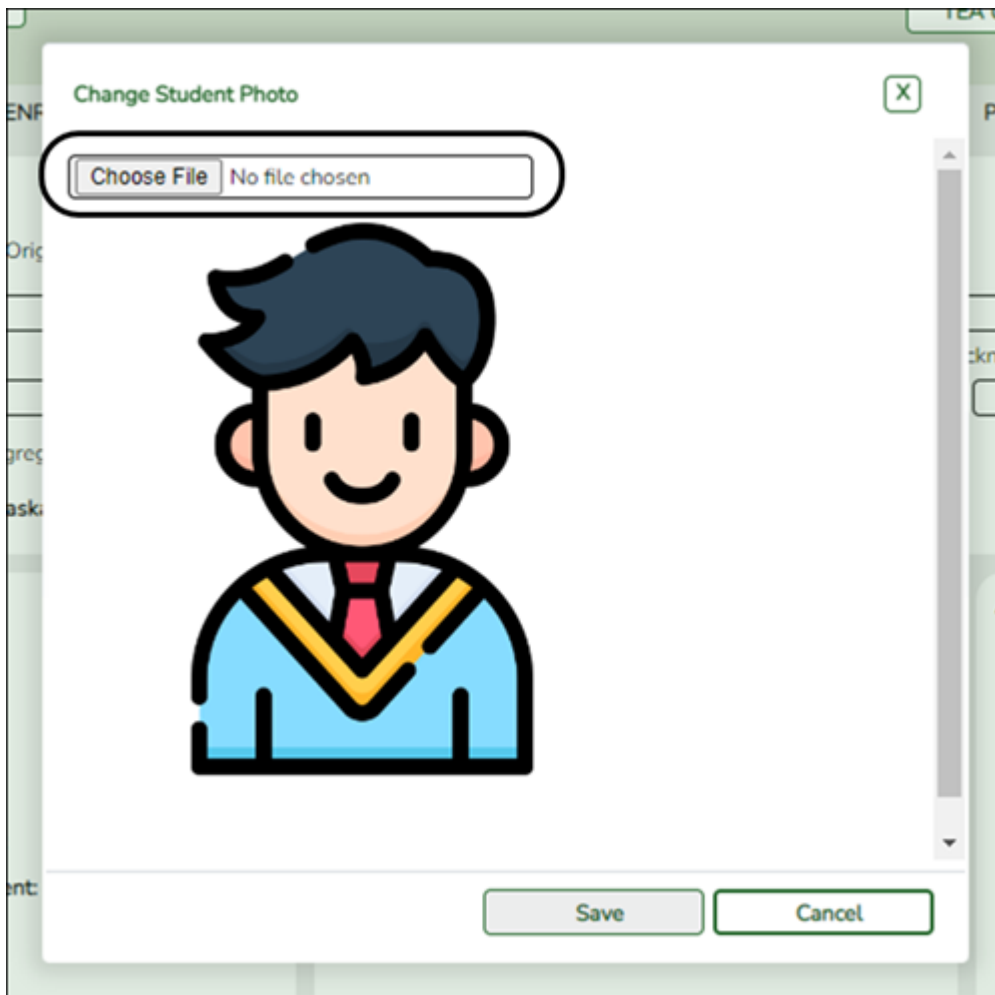If a photo is not available, no image is displayed:

Change Student Photo

From the Registration > Maintenance > Student Enrollment page, you can upload a different photo for the student if an image file is available on your local PC.

Hover over the existing photo or silhouette, and the word "Change" appears on the image.
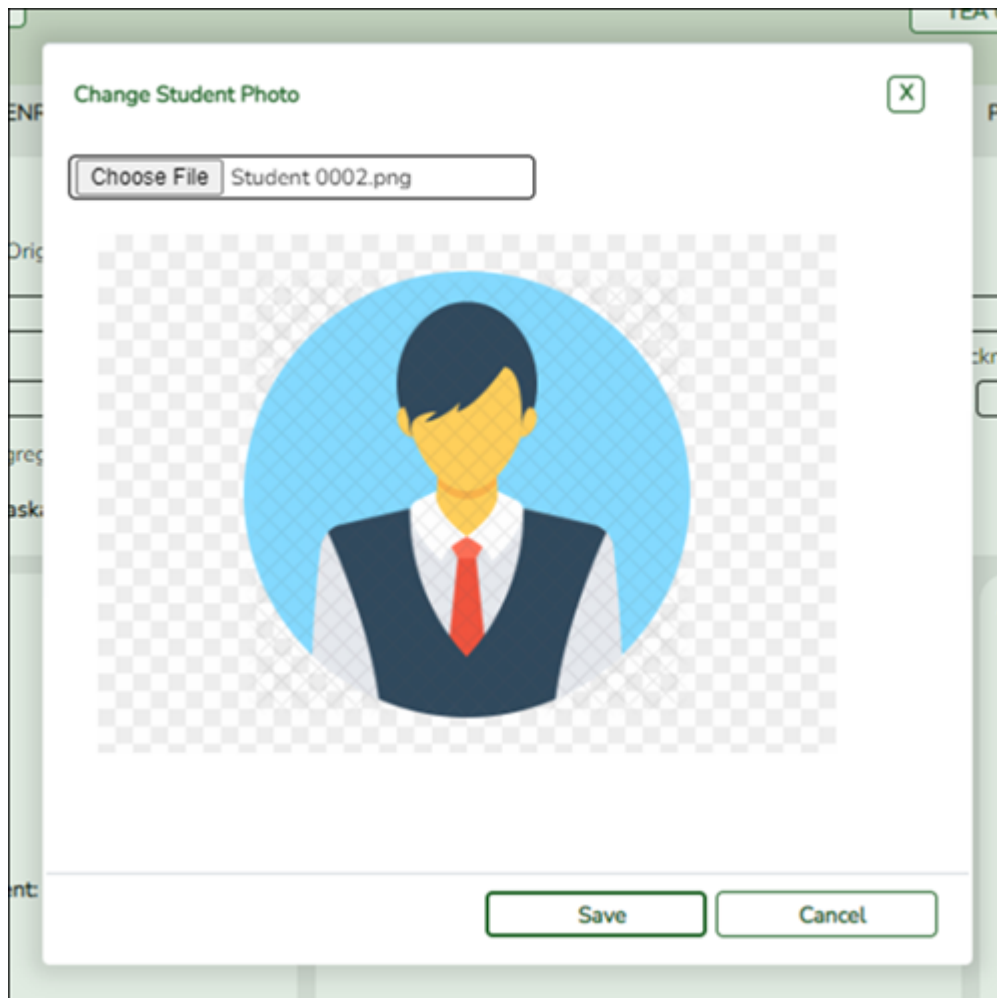

Click **Change**. The Change Student Photo window opens.

Click **Choose File**. Locate and select an alternate photo on your local PC. The new image is displayed.

Click **Save**. The new image now appears on the student maintenance pages.

Photos are not displayed in all applications. They are displayed in Attendance (Student Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Education or Test Scores.

NOTE: The initial student photo image files must be copied to a folder in a ASCENDER directory. (Note that directory will vary by server.) Within the ASCENDER directory, place files in a Pictures folder, and in a district folder (e.g., ASCENDER Directory\Pictures\cccddd\NNNNNN.jpg, where NNNNNN is the student's 6-digit student ID). If a Pictures folder does not exist, or if the district folder does not exist, photos will not be enabled on any pages. The ASCENDER Getting Started Guide (available with ASCENDER technical documents) provides additional information.

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