ASCENDER PARENT PORTAL

ASCENDER GUIDES

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

ASCENDER Parent Portal Parent Guide:

New Student Enrollment, Registration and

Student Data Maintenance

New Student Enrollment

Log on to ASCENDER ParentPortal:

**MOBILE DEVICE USERS:** On a mobile device, tap **Login** to access the login fields.

User Name	Type the user name you entered when you created your ASCENDER ParentPortal account. Your user name is not case-sensitive.
Password	Type the most recent password entered for this account. Your password is case-sensitive.

WARNING! If you have three unsuccessful attempts to log on (invalid user name/password combinations), the system will lock out your account for a time set by the district. Try logging on again later.

ASCENDER ParentPortal > My Account

When you have logged in, the following **My Account** screen will open.

The My Account page allows you to enroll a new student in the district, review, change and verify your account settings and add students to your Ascender Parent Portal Account.
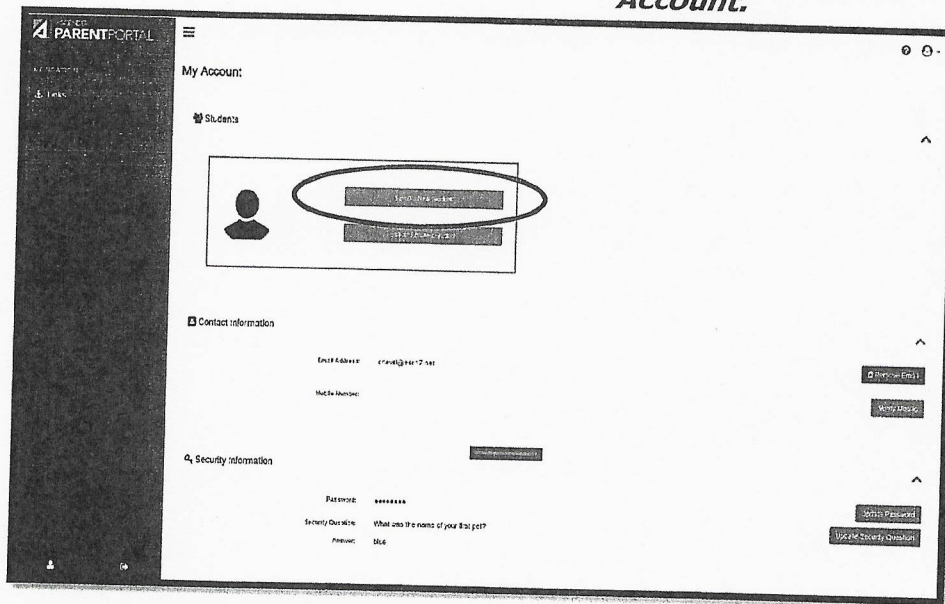
- Click Enroll a **New Student**

- The **New Student Enrollment** page opens

- Follow the steps of the enrollment process provided on the following pages

The New Student Enrollment page allows you to go through the steps required to enroll a new student online using forms provided by the district.

Step 1 - Student Name:

☐ Enter the student's full name and click **Continue**.

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance

Student Name	Enrollment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps
1	2	3	4	5	6

Student Name

New Student Enrollment steps

1. Enter student's name.
2. Enter/verify enrollment key.
3. Enter address & contact information.
4. Enter student information.
5. Complete enrollment forms.
6. Complete final steps.

"if you have previously enrolled students, you may [Skip to Step 4]

To get started, enter the student's name:

First Name

Middle Name

Last Name

Generation

[Continue]

- CAPTCHA Validation

For this option, a key is generated once you correctly enter the CAPTCHA code. To do this, follow these steps:

This option is primarily used during a short-term enrollment event, such as Kinder Roundup.

❑ Type the CAPTCHA code inside the box provided. This code is not case sensitive.

❑ Click **Continue**.

If you typed the CAPTCHA code correctly, the message "Your key has been created and verified!" is displayed.

Also, the parent will receive an enrollment key by email. The parent should save this information for his records.

❑ Click **Continue**.

Step 3 - Addresses & Contacts:

Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

New Student Enrollment

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Student Name	Enrollment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps
1	2	3	4	5	6

Family Addresses

Address Information	Street Number	Street Name	City	Zip	
		No data			To add an address to the list, click Add Address. Add Address

Family Contacts

Contacts Information	First Name	Last Name	Relation	
		No data		To add a contact to the list, click Add Contact. Add Contact

Continue

Click **Add Address** and the Add Address window opens.

- Multiple addresses may be entered for the student.
- Type the complete address in the fields provided.
- Click **Copy** to copy data from the **Physical Address** fields to the **Mailing Address** fields, if applicable.
  - Click **Save**.

Add Address

Family Addresses

Physical Address

Street Number (Physical)	1111
Street Name (Physical)	South Loop 289
Street Direction (Physical)	
Apartment Number (Physical)	
City (Physical)	Lubbock
State (Physical)	TEXAS
Zip (Physical)	79373
Zip4 (Physical)	

Mailing Address

Copy

Close   Save

To edit the information you have just entered:

- Click **Edit** next to the address to edit an existing address.
- Update the fields as needed
- Click **Save**.

Family Addresses

Address Information	Street Number	Street Name	City	Zip	
Edit	1111	South Loop 289	Lubbock	79373	To add an address to the list, click Add Address. Add Address

Click **Add Contact** and the Add Contact window opens.

- You may enter up to six contacts
- Enter the data in the fields, including the conatact's complete name and address.
- Use the scroll bar at right to access additional fields, including the email address.

NOTE: FOR THE ENROLLING CONTACT, MAKE SURE THE EMAIL ADDRESS IS THE SAME AS THE ONE USED TO VERIFY THE PARENT PORTAL ACCOUNT.

Add Contact

Contact: First Name

Contact: Middle Name

Contact: Last Name

Contact: Generation

Contact: Relation

Contact: Emergency Contact   ○Yes○No

Contact: Migrant   ○Yes○No

Contact: Street Number

Contact: Street Name

Contact: Apartment Number

- Click **Save** when you have entered the complete contact information

- Click **Continue** to move on

Continue

Contact: Other Phone Extension

Contact: Occupation

Contact: Email

Contact: Phone Preference

Contact: Date of Birth

Contact: SSN

Contact: Military   ○Yes○No

Contact: Branch of Service

Contact: Rank

Contact: Right to Transport   ○Yes○No

Close   Save

Step 4 - Student Information:

Any existing students added to your account are listed.

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name	Enrollment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps
1	2	3	4	5	6

Student Information

Student Name	Edit Data	Remove	Enroll Student
Sandy Salns	Add/Edit Info	Remove	2019-07-10 13:57:22.106
Jon Stanford	Add/Edit Info	Remove	2019-07-10 14:18:09.716
Andy Salns	Add/Edit Info	Remove	2019-07-10 13:51:34.93

❏ Click **Add/Edit Info** for the student.

The Student Information page is displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

Navigation: Here, you may choose another student, choose the address for a certain student or return to step 3 (Addresses & Contacts) to add or edit addresses or contacts, as needed.

Student Information Page:

Student Name	Enrollment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps
1	2	3	4	5	6

Student Information

Selected Student : Janie Lou Strayhan   Choose Another Student

Address Information

Select an address for this student: 14447 Mountainside Ridg ▼

Return to Step 3   Click here to add or edit an address.

Student Infromation Page Continued:

Select your contact(s) below.

Select ▲	Name ⇕	Primary Cont
	CARISSA NEVILL	◉

Return to Step 3 Click here if you need to add or edit a contact.

First Name

Middle Name:

Last Name:

Generation:

Nickname:

> - **Select Contact** and whether they are the **primary contact.**
> - **Enter data** as fully as possible.
> - **Certain fields are required**, such as birthdate, gender and social security #

Select ▲	Name ⇕	Primary Contact? ⇕
	CARISSA NEVILL	◉

Return to Step 3 Click here if you need to add or edit a contact.

First Name	Stephen
Middle Name:	
Last Name:	Aaron
Generation:	
Nickname:	
Date of Birth:	10/23/2004
Sex:	◉ Male ○ Female
Student Email Address:	
Student Cell Phone:	
SSN:	
Hispanic/Latino:	○ Yes ◉ No
American Indian/Alaskan Native:	○ Yes ◉ No
Asian:	○ Yes ◉ No
Black/African American:	○ Yes ◉ No
Hawaiian/Pacific Islander:	○ Yes ◉ No
White:	◉ Yes ○ No
Student Area Code:	
Student Phone:	

Certain Data is required:

- Date of Birth
- Gender
- Social Security Number
- Ethnicity
- Race
- There may be other data required by your district, as well.

Student Information Page Continued:

Special Programs Request

GT:
(Was student previously in Gifted and Talented?)   ○ Yes ○ No

Special Education:
(Was student previously in Special Education?)   ○ Yes ○ No

If yes, which one (see notes):
(Only answer this if the previous answer was Yes. Options: Speech Only, Content Mastery, Resource)

Bilingual/ESL:
(Was student previously in Bilingual/ESL?)   ○ Yes ○ No

504 Program:
(Was student previously in a 504 Program?)   ○ Yes ○ No

Migrant Program:
(Was student previously in a Migrant Program?)   ○ Yes ○ No

Social Services:
(Was student previously in a Social Services Program? If Yes, please provide form 2085 or letter of verification for pre-kindergarten.)   ○ Yes ○ No

Alternative Program:
(Was student previously in DAEP/JJAEP?)   ○ Yes ○ No

Other Programs:
(Please indicate any other programs the student was in.)

Family members serving our country:
(Is anyone in your immediate family serving in the Armed Forces, National Guard or Reserves? If so, who and what is their relationship to the student?)

Foster care: [⌄]

Is student homeless?   ○ Yes ⦿ No

Prior student retention?   ⦿ Yes ○ No

Last year's grade: EIGHTH   [⌄]

- **Special Programs requests**—Parents may select these fields to indicate their student was formerly in a special program at their prior school. Special programs might be Foster Care, Special Education, 504, etc.

Previous District:

Form Uploads

[Cancel]   [Save and Continue Later] or [Save and Continue]

- Click **Save and Continue Later**, or click
- **Save and Continue** to move on to **Step 5**

Nickname:

Date of Birth: [Date of Birth required]

Sex: ⦿ Male ○ Female

- **Error:** If any required data is not entered, a red box will appear around the field which is missing information, along with what data should be entered there. You will not be able to save or save and continue until this information has been entered.

Step 5 - Enrollment Forms

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name	Enrollment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps
1	2	3	4	5	6
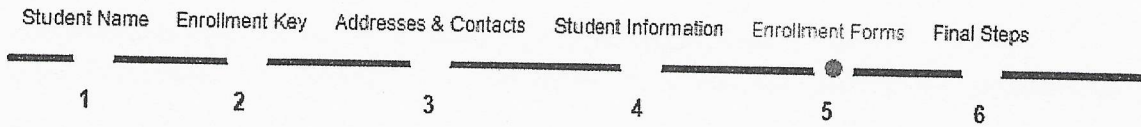
Selected Student: Janie [Choose Another Student]

Downloadable Enrollment Forms

Athletic Handbook
Student Insurance Online Notice

❑ Under **Downloadable Enrollment Forms:**

Any additional forms required by the campus or district are listed.

❑ Click each form to view it. The form opens in a new window where it can be viewed and printed.

❑ Print and complete all forms by hand, and take the completed forms to the campus or district if required.

❑ Under **Standard Enrollment Forms:**

The required standard forms are listed.

Standard Enrollment Forms

1. Student Health Information Sheet ❶

   Complete the form to the best of your knowledge.

2. Home Language Survey FORM (TEA) ❶

   Complete the form to the best of your knowledge.

These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:
 ❶ - Indicates that the parent has not saved the form.
 ⊘ - Indicates that the parent has already saved the form.

❏ Click each form name to view it.

The form opens in a pop-up window.

HOME LANGUAGE SURVEY-19 TAC Chapter 89, Subchapter BB, §89.1215

(Home Language Survey applicable ONLY if administered for students enrolling in pre-kindergarten through grade 12)

TO BE COMPLETED BY PARENT OR GUARDIAN FOR STUDENTS ENROLLING IN PREKINDERGARTEN THROUGH GRADE 8 (OR BY STUDENT IN GRADES 9-12):
The state of Texas requires that the following information be completed for each student who enrolls in a Texas public school for the first time. It is the responsibility of the parent or guardian, not the school, to provide the language information requested by the questions below.

Dear Parent or Guardian:
To determine if your child would benefit from Bilingual and/or English as a Second Language program services, please answer the two questions below.

If either of your responses indicates the use of a language other than English, then the school district must conduct an assessment to determine how well your child communicates in English. This assessment information will be used to determine if Bilingual and/or English as a Second Language program services are appropriate and to inform instructional and program placement recommendations. If you have questions about the purpose and use of the Home Language Survey, or you would like assistance in completing the form, please contact your school/district personnel.

For more information on the process that must be followed, please visit the following website: https://projects.esc20.net /upload/page/0084/docs/EL%20Identification_ReclassificationFlowchart%202018.pdf

Save changes

❏ Enter the required information and click **Save Changes.**

You cannot save a form unless all required data is entered.

NOTE: Some forms do not have data entry fields, but do need to be acknowledged by the parent. In this case, click **Save Changes** to acknowledge the contents of the form.

Until all forms are saved, the **Enroll Student** button remains disabled. (You may need to scroll down to view the **Enroll Student** button.)

❏ Click **Enroll Student** when all data and forms are ready. The student's enrollment information is submitted to the district for review and acceptance. You will also receive a confirmation notice by email.

Step 6 - Final Steps:

New Student Enrollment

Enroll a new student in the district. Only 10 new student enrollments can be active at any time. If you need to enroll more than 10 students, contact the school district for guidance.

Student Name	Enrollment Key	Addresses & Contacts	Student Information	Enrollment Forms	Final Steps
1	2	3	4	5	6

Final Steps

You're almost done!

The final step is to deliver all required paper work to the school. If there are no forms available in the Downloadable Enrollment Forms section, contact the district for further instructions.

To add another student, click the Step 1 tab or click Add Another Student.

[Add Another Student]

Enrollment Confirmation

Student Name	Print	Enroll Student
Survey Salas	[Print]	2019-07-10 13:57:22.106
		2019-07-10 14:09:09.316

❑ Click **Add Another Student** if you need to enroll another student, and repeat the process from Step 1.

Under Enrollment Confirmation:
All students are listed whom you have successfully submitted to the district for enrollment, or are in the process of enrolling.

- If you have started the enrollment process for the student, the student's name is displayed.

- If his enrollment has successfully been submitted to the district, the submission date-time stamp is displayed.

❑ (Optional) Click **Print** to print a confirmation message for each enrolled student.

ASCENDER **PARENT**PORTAL

Print Enrollment Confirmation

[Print]

Student Name :	Stephen Aaron
Student ID :	nWcFDaR37uOYGz3M
Generation	
Nickname	
Date of Birth	10/23/2004
Sex	Male
Student Email Address	
Student Cell Phone	
SSN	
Hispanic/Latino	No
American Indian/Alaskan Native	No
Asian	No
Black/African American	No
Hawaiian/Pacific Islander	No
White	Yes
Student Area Code	
Student Phone	

Special Programs Request

GT
(Was student previously in Gifted and Talented?)

Special Education
(Was student previously in Special Education?)

If yes, which one (see notes)
(Only answer this if the previous answer was Yes. Options: Speech Only, Content Mastery, Resource)

Bilingual/ESL
(Was student previously in Bilingual/ESL?)

504 Program

The message contains the student's name, student enrollment key, and further instructions for your records.

What Happens Next?

Visit in person:

To complete the enrollment process, it may be necessary to go to the district or campus to deliver thedownloadable forms and complete any steps that must be handled in person, as required by the district and campus. Contact your campus for these instructions.

Receive a ParentPortal ID:

Once the district or campus has completed your student's enrollment, the campus will issue you a ParentPortal ID for each student you successfully enrolled. You can use the portal ID to add the student to your account.

Once your student is completely enrolled and added to your account, he will be listed on your **My Account** page under **Students**.

Registration for Returning (Current) Students

ASCENDER ParentPortal > Summary > Registration

Campuses typically require enrolled returning students to re-register each year for the upcoming school year and to complete forms that are required annually. Registration typically occurs during a range of dates according to district requirements. During those dates, you can access Registration from the student's Summary page.

If you are returning to finish a registration you began at an earlier time, you will see a prompt to **"Resume Registration"**:
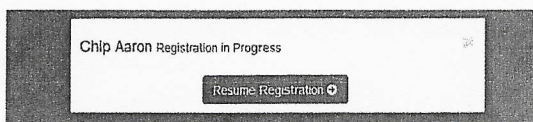
- Click **Start Registration**.
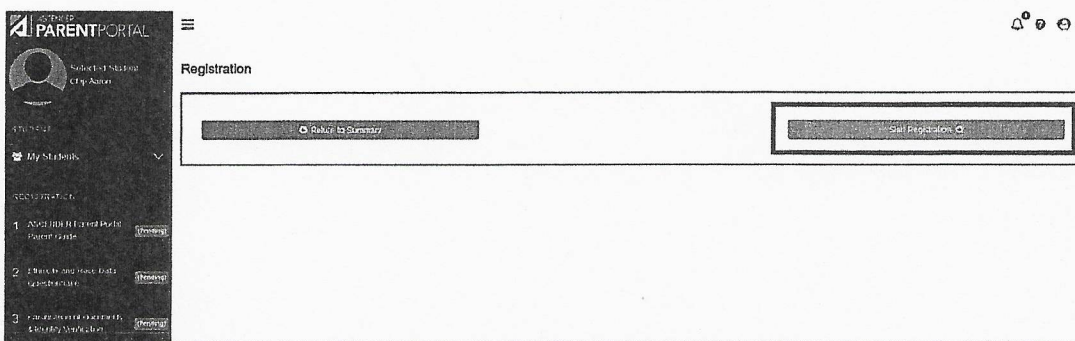
- The first form in the list opens on the right side of the page.
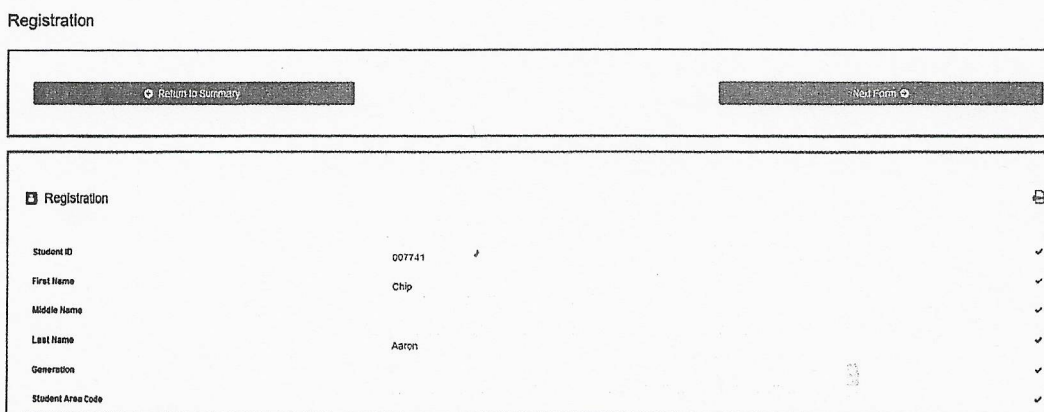
Two types of forms may be present:

- **View only or download:** View the form and acknowledge that you have viewed the form. There is no data to enter.

  For a static form, click **Download Attached Document** to open, save, and/or print the form.

  For a standard form, the form automatically opens on the right side of the page.

  By clicking **Next Form**, you are confirming that you viewed the form.

- **Review and update:** Review existing data. Add or update data as needed.

For contact forms, all of the student's contacts are listed at the top of the form. Click the contact name to update information for that contact.

Click **Add User** to add a new contact.

❏ Click **Next Form**.

The next form in the list is displayed on the right.

❑ Continue reviewing forms and clicking **Next Form** until you have reviewed and updated all forms.

- If you are not ready to complete a form, click **Save Form** to save any data entered so far.
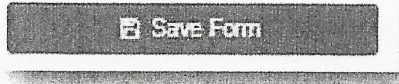
- If you leave ParentPortal before finishing registration updates, a **Resume Registration** button will be displayed allowing you to continue where you left off
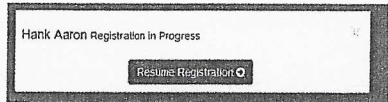
The parent will see the progress of each student's registration as seen below:
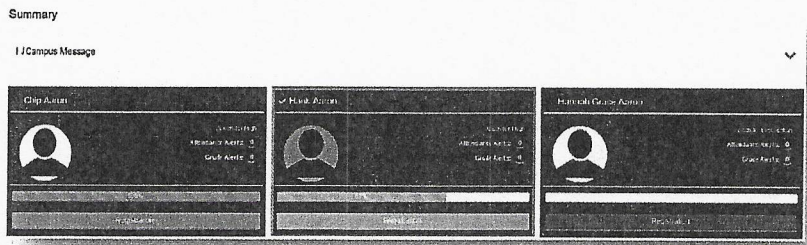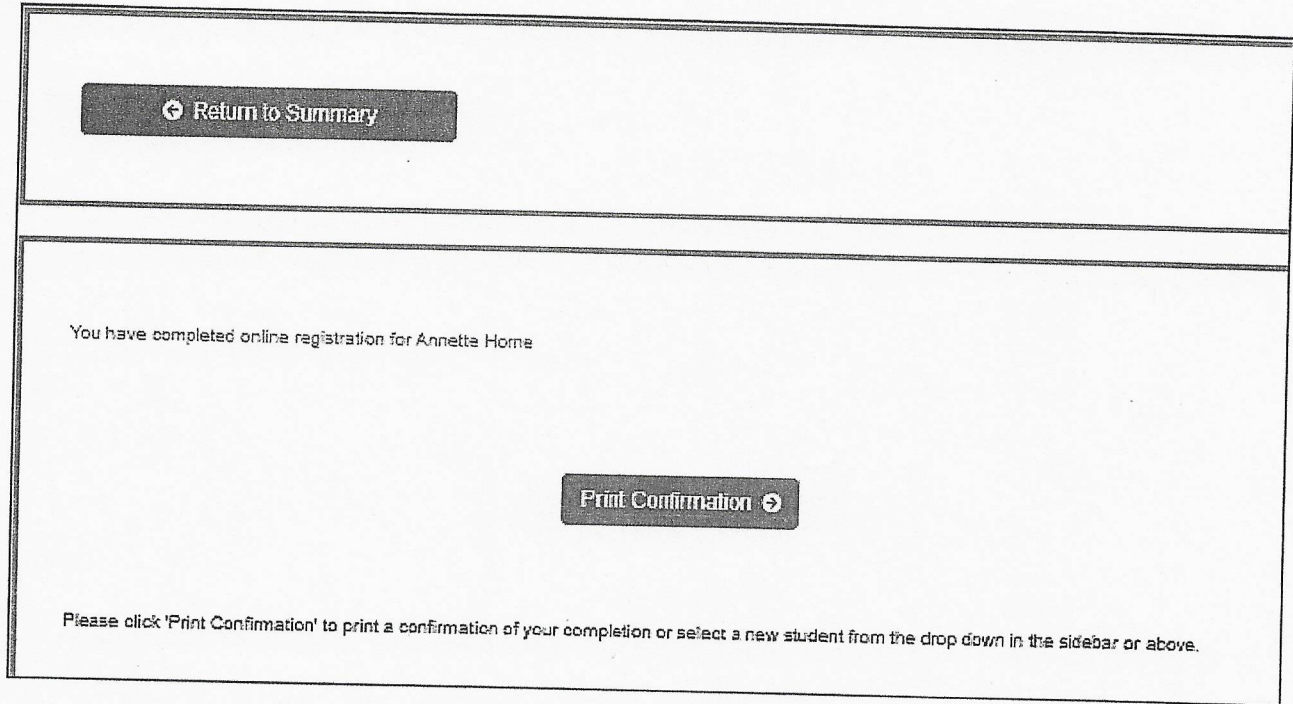
- The list on the left side of the page displays **Pending** or **Complete**, indicating the status of the form.
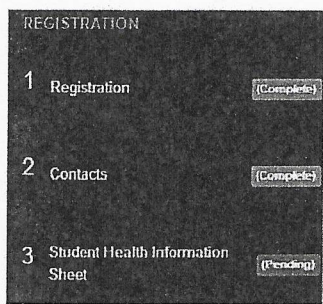
When you have viewed and entered all required data on all required forms, the **Finish and Submit to District** button is displayed at the bottom of the page.

❑ Click **Finish and Submit to District**.
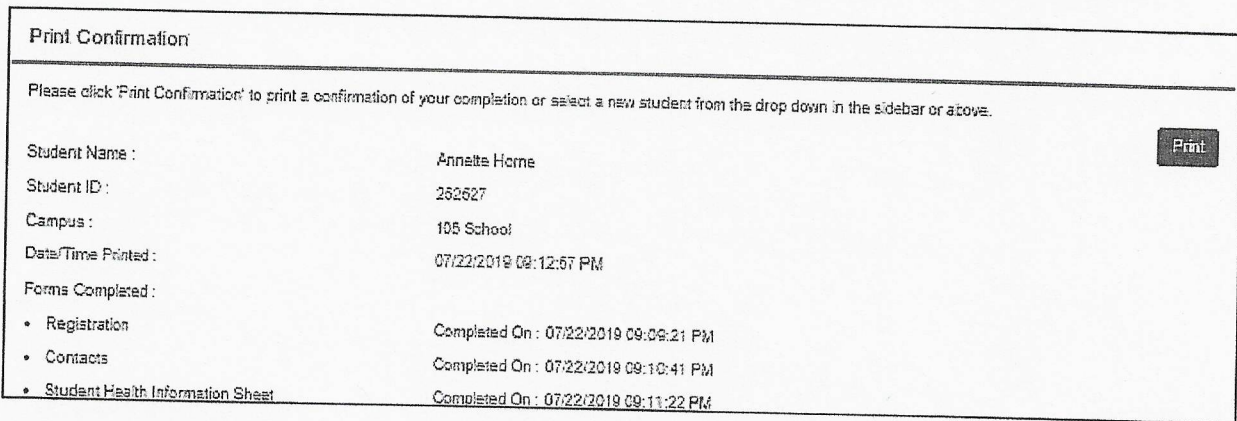
The final page opens allowing you to print a confirmation for your records.

☐ Click **Print Confirmation**.

A page opens in a new window which lists the dates on which each form was completed.

Print this page for your records, then click **Close Window**.
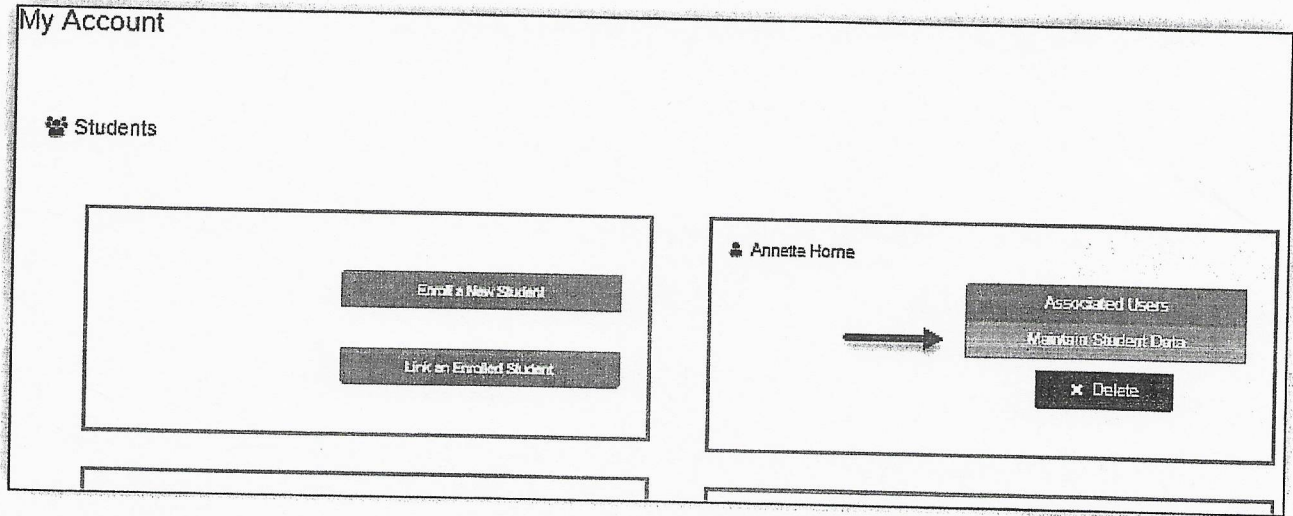
☐ **Edit Data:**

☐ To update data you already entered, return to the form, type over existing data, and submit the form again.
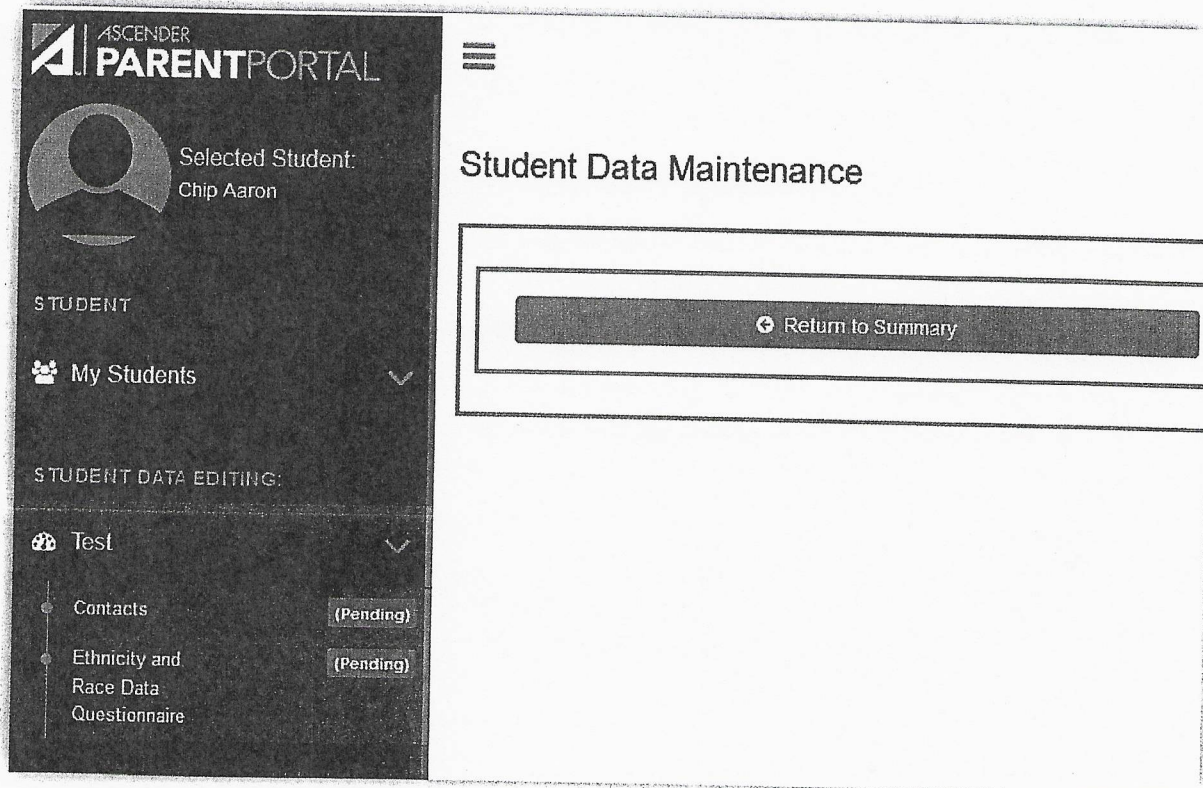
Student Data Maintenance

ASCENDER ParentPortal > My Account > Student Data Maintenance

If the district has enabled online student data updates, you can submit a request to update your student's current year records at any time, such as an address or phone number change.
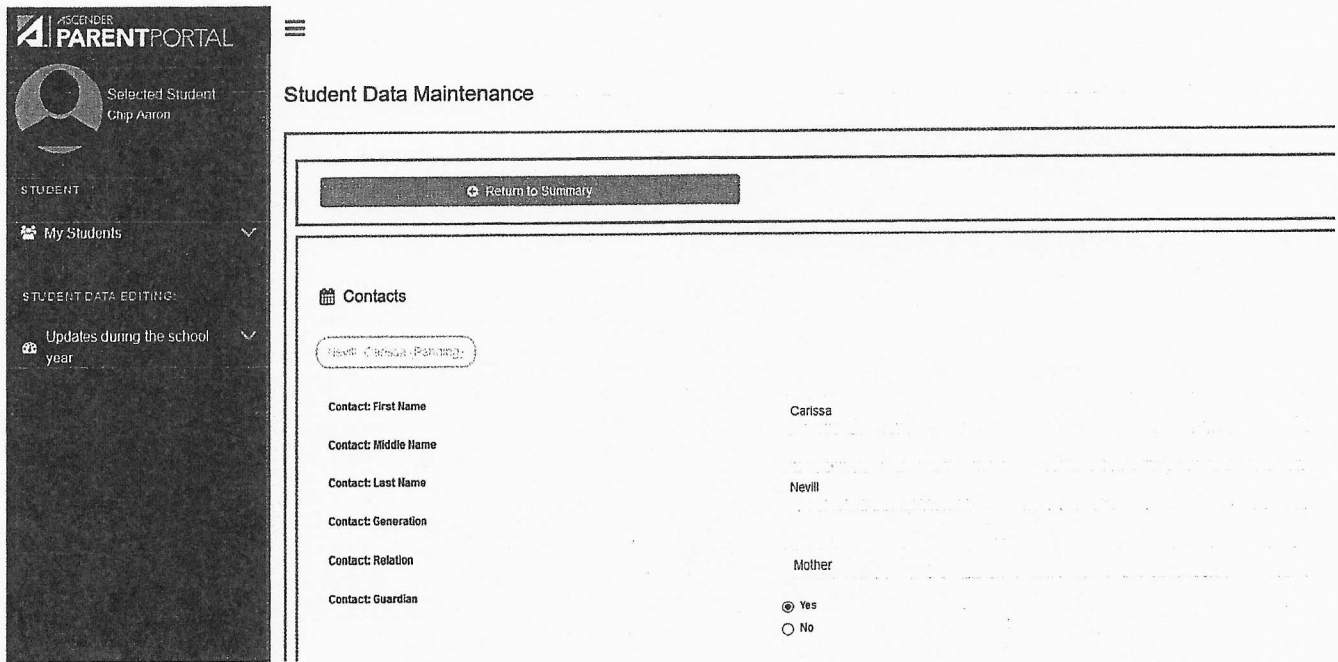
❏ From the My Account page, click **Maintain Student Data**.

The Student Data Maintenance page opens.

❑ On the left side navigation menu, click the drop-down arrow under Student Data Editing
  To expand and view the forms that can be updated.
❑ Click on the name of a form and it will open on the right side of the page.

❑ Type over existing data with your new information.

❑ Click Next Form if you wish to update another document.

❑ When you have completed your Student Data Updates, click Submit Data with Electronic Signature.
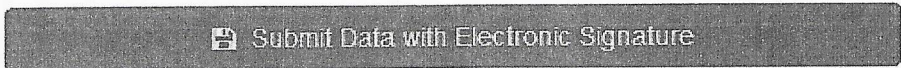
As a reminder, this Electronic Signature serves as your own signature, verifying you acknowledge that the data you have entered is correct.