

New Student Enrollment

Log on to ASCENDER ParentPortal:

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

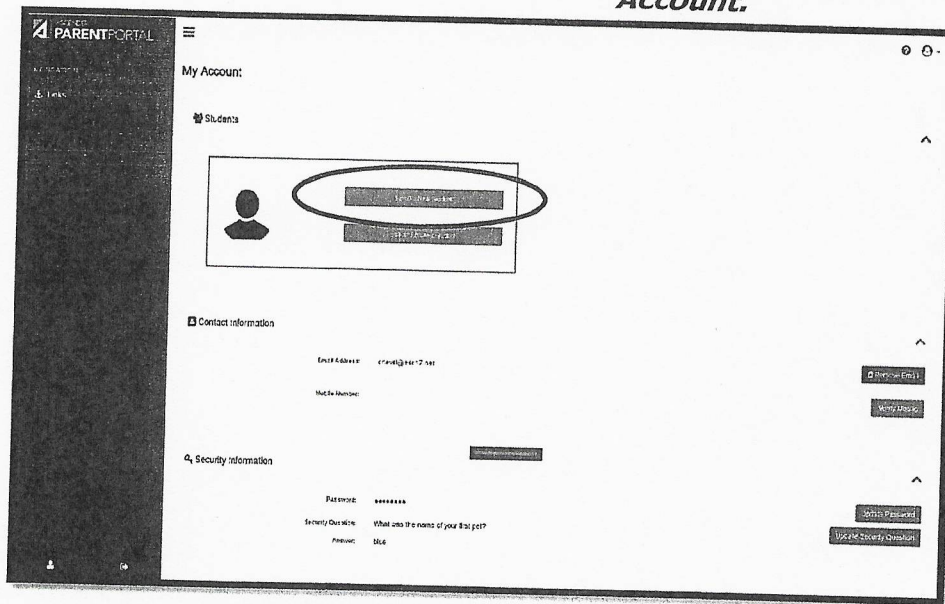
User Name	Type the user name you entered when you created your ASCENDER ParentPortal account. Your user name is not case-sensitive.
Password	Type the most recent password entered for this account. Your password is case-sensitive.

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

Step 2 - Enrollment Key:

- CAPTCHA Validation

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

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Student Name Enrollment Key Addresses & Contacts Student Information Enrollment Forms Final Steps

1 2 3 4 5 6

Express Enrollment for Janie Strayhan

1. Type the characters displayed below and click Continue.

DEULFK

Continue

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.

DEULFK

Continue

- Click **Continue**.

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

Obtain and verify an Enrollment Key.

Your key has been created and verified!

Continue

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.

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Family Addresses

Address Information	Street Number	Street Name	City	Zip
		No data		

To add an address to the list, click Add Address.

Family Contacts

Contacts Information	First Name	Last Name	Relation
		No data	

To add a contact to the list, click 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)

Street Name (Physical)

Street Direction (Physical)

Apartment Number (Physical)

City (Physical)

State (Physical)

Zip (Physical)

Zip4 (Physical)

Mailing Address

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
<input type="button" value="Edit"/>	1111	South Loop 289	Lubbock	79373

To add an address to the list, click 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 contact'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

Contact: Other Phone Extension

Contact: Occupation

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

- Click **Save** when you have entered the complete contact information
- Click **Continue** to move on

Step 4 - Student Information:

Any existing students added to your account are listed.

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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 Salas	Add/Edit Info	Remove	2019-07-10 13:57:22.103
Jan Stanford	Add/Edit Info	Remove	2019-07-10 14:18:39.716
Andy Salas	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 Rid ▼

[Return to Step 3](#) Click here to add or edit an address.

Student Information Page Continued:

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="radio"/>	CARISSA NEVILL	<input checked="" type="radio"/>

[Return to Step 3](#) Click here if you need to add or edit a contact.

- **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 #

First Name
 Middle Name:
 Last Name:
 Generation:
 Nickname:

Select	Name	Primary Contact?
<input type="radio"/>	CARISSA NEVILL	<input checked="" type="radio"/>

[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/LJAE/P?)

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:

Sex:

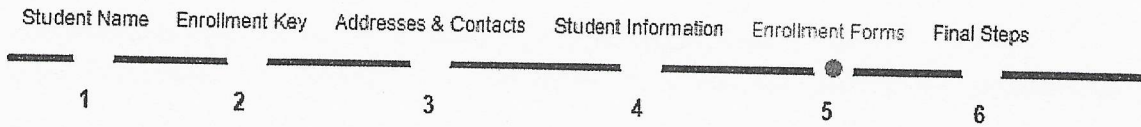
Male Female

- **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.



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.
- ❷** - 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

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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
Sancy Salas	Print	2019-07-10 12:57:22-108
...

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.

Parent Portal

Print Enrollment Confirmation

Print

Student Name : Stephen Aaron

Student ID : nWcFDaR37u0YGz3M

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 the downloadable 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**.