

### **DEFINITIONS**

### **NEW STUDENT ENROLLMENT**

Enrollment of students new to the district.

### REGISTRATION

Annual registration of returning students.

### STUDENT DATA MAINTENANCE

Ongoing maintenance of student information.

### **NOTES**

Your student's schedule, current average for each class, today's attendance, and important messages from the district, camous, and teachers.

### **ATTENDANCE**

Your student's detailed attendance, as well as a calendar view and totals

### **GRADES**

Your student's semester, cycle, and assignment grades

### DISCIPLINE

Your student's discipline incidents

### **IMMUNIZATIONS**

Your student's immunization records

### **ALERTS**

You can view alert messages and set up customized alerts

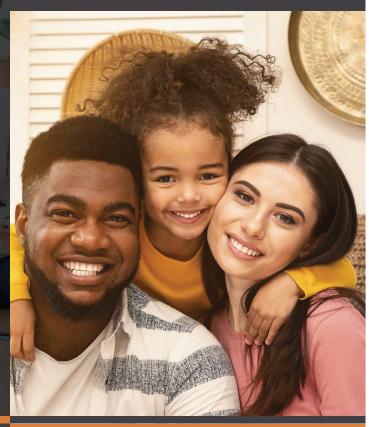
### LINKS

Links to other helpful websites provided by the district

### **PUBLIC DOCUMENTS**

Access calendars, handbooks, forms, and other important information

PARENT PORTAL



Please note, some content may not be available in your district. For more information, please contact your student's campus.



ASCENDER .

ELEVATING TECHNOLOGY SOLUTIONS

FOR MORE INFORMATION VISIT US AT help.ascendertx.com/parentportal

2023-2024

**REGISTRATION** 

ascendertx.com

## CREATE AN ASCENDER PARENTPORTAL ACCOUNT:

- 1. From Login page, click Create Account.
  - ► Create user name and password.
  - ► Enter email address and mobile number.
  - ► Set up a security questions.
- 2. Log on.
- 3. Verify email address.

### **NEW STUDENT/SIBLING:**

### **ENROLL NEW STUDENT:**

- From the My Account page, click Enroll a New Student.
  - ► Complete New Student Enrollment.
  - ► Enter full name.
  - ▶ Obtain and enter Enrollment Key.
  - ► Enter address and contact information.
  - ► Enter student information.
  - ► Upload required documents
  - ► Complete enrollment forms.
- 2. If necessary, click Save and Continue Later.
- Once complete, click Enroll Student to submit to district.
- 4. Print the confirmation for your records.

See Online Help for further assistance.

#### ADD EXISTING STUDENT TO YOUR ACCOUNT:

- 1. Obtain a ParentPortal ID from the student's campus.
- 2. From the My Account page, click Link an Enrolled Student.
- 3. Enter the student's birth date and ParentPortal ID.
- 4. Click Add.

# **EXISTING STUDENT**

### **DURING THE REGISTRATION WINDOW:**

### **OUTSIDE** THE REGISTRATION WINDOW:

### COMPLETE REGISTRATION FOR THE UPCOMING SCHOOL YEAR.

- 1. From the Summary page, click **Registration**.
- 2. Click Start Registration.
- 3. Complete all forms. There are several types of forms:
  - ► VIEW ONLY:

Click **Next Form** to confirm that you viewed the form.

► DOWNLOAD:

Click Download Attached Document.

► REVIEW AND UPDATE:

Add or change data as needed.

► CONTACTS:

Click Add User to add a new contact.

- Click Next Form until you have reviewed and updated all forms.
- Once finished, click Finish and Submit to District.
- 6. Print the confirmation for your records.

## COMPLETE STUDENT DATA UPDATES FOR THE CURRENT SCHOOL YEAR IF NEEDED.

- From the My Account page, click Maintain Student Data.
- In the left-side navigation bare, click Existing Year Student Maintenance to expand and view the forms that can be updated.
- 3. Click the form name, and the form opens on the right.
- 4. Type over existing test with new information.
- 5. For each form you update, click **Submit Data** with **Electronic Signature**.
- 6. Click Next Form to continue to the next form.



# WHAT HAPPENS NEXT?

All data changes submitted via ParentPortal must be reviewed by an administrator before the student's record is updated.

If a submitted change is rejected, you will be notified by email. The email message should inform you why a particular change was rejected and what to do. Contact the student's campus for more information.