

- ☐ TO CONTINUE ENROLLMENT PROCESS YOU MUST LOG IN

IF YOU NEED REGISTRATION PAGE IN SPANISH

SI NECESITA LA PÁGINA DE REGISTRO EN ESPAÑOL

- ☐ To enroll a student who has never been enrolled in the district, click **Enroll a New Student**.

The **New Student Online Enrollment** page opens.

You must already have verified your email address before this button is displayed.

ASCENDER ParentPortal > My Account > Enroll a New Student

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, and then request an enrollment key which will allow you to complete the New Student Enrollment process.

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

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:

There are two possible methods for requesting an enrollment key. One of the following options will be available, as determined by the district.

- [Option 1 - Email Validation](#)

For this option, an enrollment key is sent to you in an email message.

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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. Click the "Request Enrollment Key".
REQUEST ENROLLMENT KEY
2. Check your email for the message containing the enrollment key.
3. Copy the enrollment key (contained in the email), and paste it into the box below, and click verify.

VERIFY

Once you obtain the key, you can enter the key on this page to complete the process. To do this, follow these steps:

- Click **REQUEST ENROLLMENT KEY** to request an enrollment key for your student.

A message is sent to your email address that contains the new 16-character student enrollment key.

- Check your email inbox for the message that contains the enrollment key.

Enrollment Key	You must enter the exact enrollment key in order to complete the enrollment process. The easiest way to enter the code accurately is to copy it from the email message and paste it into the field.
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- Click **VERIFY**.

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

- [Option 2 - 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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1 2 3 4 5 6

Express Enrollment for Janie Strayhan

1. Type the characters displayed below and click Continue.

EEC PTT H-C TTT PPA CO

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

- Type the CAPTCHA code exactly as it appears on the page.

OEULFK

- 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!

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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2
3
4
5
6

Family Addresses

Address Information	Street Number	Street Name	City	Zip	
Edit	14447	Mountainside Ridge	San Antonio	78233	To add an address to the list, click Add Address .

Family Contacts

Contacts Information	First Name	Last Name	Relation	
Edit	Sylvia	Sales	Mother	To add a contact to the list, click Add Contact .

[Continue](#)

Family Addresses

Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.

Add address:

- Click **Add Address** to add an address. The Add Address window opens.

- 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**.

Edit address:

- Click **Edit** next to the address to edit an existing address. The Add Address window opens.
- Update the fields as needed.
- Click **Save**.

Family Contacts

Existing contact information for all of the student's family and emergency contacts. Add up to seven contacts as needed.

Add a contact:

- Click **Add Contact** to add a contact. The Add Contact window opens.

- Enter data in the fields, including the contact's complete name and address.
- Click **Save**.
- Add additional contacts as needed.

Edit a contact:

- Click **Edit** next to the contact's name. The Add Contact window opens.
- Update the fields as needed.
- Click **Save**.

- Click **Continue**.

Step 4 - Student Information:

Any existing students added to your account are listed.

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

Student Information

Student Name	Edit Data	Remove	Enroll Student
Sandy Salas	Add/Edit Info	Remove	2019-07-10 13:57:22.106
Jen 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 page is re-displayed allowing you to select the student's address and contacts and enter additional information for the selected student.

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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.

Select your contact(s) below.

Select	Name	Primary Contact?
<input type="checkbox"/>	Sylvia Salas	<input type="checkbox"/>

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

First Name: Janie

Middle Name: Lou

Last Name: Strayhan

Generation:

Nickname:

Date of Birth: 09/09/2012

Student Information	The name of the selected student is displayed. Click Choose Another Student to enter data for a different student.
Address Information	Select an address for the student from the drop-down list. These are the addresses entered in Step 3. If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4.
Select your contact(s) below	Select contacts for the student from those entered in Step 3: <ul style="list-style-type: none"> • From the list of contacts, select up to seven who should be listed as contacts for the student. • Of those selected as contacts, select Primary Contact for the one who is the student's primary contact. <p>If you need to add another contact, click Return to Step 3 to add another contact, and then return to Step 4.</p>
student demographic information	Enter student demographic data in the fields provided.

Attach a document:

If a field contains the **Document** button, you can click the button to upload a file related to online enrollment, such as a birth certificate, driver license, immunization record, or proof of residency.


A window opens allowing you select and upload one or more files.

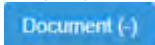
Document Upload	Click Choose File . Locate and select the file to be uploaded. The following file types are acceptable: <ul style="list-style-type: none"> • PDF • Text: .txt • Microsoft applications: .doc, .docx, .pps, .ppt, .pptx, .xls, and .xlsx • Images: .gif, .jpeg, .jpg, .png, .tif, and .tiff • Video: .avi, .flv, .mov, .mpe, .mpeg, .mpg, and .wmv • Audio: .wav • Zipped: .zip
Description	Type a description of the file you are uploading.

Click **Upload File**.

A message is displayed indicating that the file upload was successful, and the details are displayed.


Click **Close** to close the window.

 - If a document has been uploaded for a particular field, the button displays **Documents(+)** (with a plus sign).

 - If no document has been uploaded for the field, the button displays **Documents(-)** (with a minus sign).

View or delete an existing document:

Click **Documents(+)**.

- Click the document to view it.
- Click  next to the document to delete it. You are prompted to confirm that you want to delete the file. Click **OK**.

Click **Save and Continue**.

Or, click **Save and Continue Later** if you have not completed all information and need to

continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.

Step 5 - Enrollment Forms:

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1
2
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4
5
6

Selected Student : Janie Choose Another Student

Downloadable Enrollment Forms

Athletic Handbook

Student Insurance Online Notice

Standard Enrollment Forms

1. [Student Health Information Sheet](#) ⓘ

Complete the form to the best of your knowledge.
2. [Home Language Survey FORM \(TEA\)](#) ⓘ

Complete the form to the best of your knowledge.

[Ethnicity and Race Data Questionnaire](#) ⓘ

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. These forms can be completed and submitted online. Icons next to the form name indicate if you have completed the form:

-  - Indicates that the parent has not saved the form.
-  - Indicates that the parent has already saved the form.

Click each form to view it.

The form opens in a pop-up window.

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, the 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
Sandy Salzer	Print	2019-07-10 13:57:22-106
ant Sheriff	Print	2019-07-10 14:16:39-716

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.

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**.

What Happens Next?

- Once the campus has accepted the enrollment of your student, the campus will issue you a unique ParentPortal ID for each student allowing you to add to student to your ParentPortal account.
- See [Parent: Add/Register Student](#).