ASCENDER PARENT PORTAL

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, campus, 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

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 see
help.ascendertx.com/parentportal

ASCENDER PARENT PORTAL



2020 - 2021

REGISTRATION

esc12.net

Region 12 Education Service Center

Innovate. Empower. Educate.

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 question.
2. Log on.
3. Verify email address.

NEW STUDENT/SIBLING:

ENROLL NEW STUDENT:

1. From the My Account page, click **Enroll a New Student.**
2. 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.
3. If necessary, click **Save and Continue Later.**
4. Once complete, click **Enroll Student** to submit to district.
5. 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:

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

OUTSIDE THE REGISTRATION WINDOW:

Complete student data updates for the current school year if needed.

1. From the My Account page, click **Maintain Student Data**.
2. In the left-side navigation bar, 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 text 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.