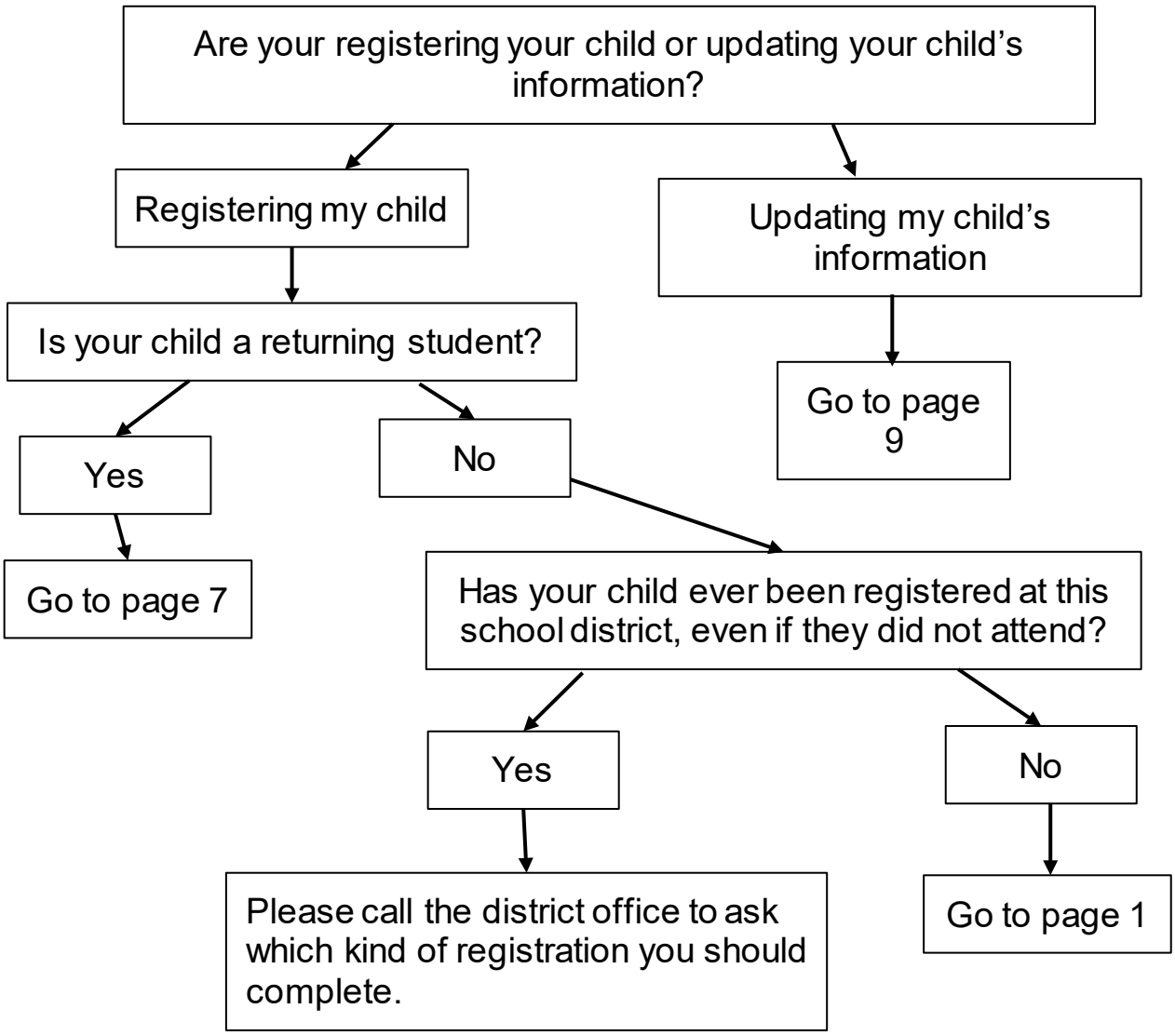
ASCENDER ParentPortal
Parent Registration Guide

This guide will demonstrate how to register new students and returning students. It will also show how to update your child's information throughout the school year.

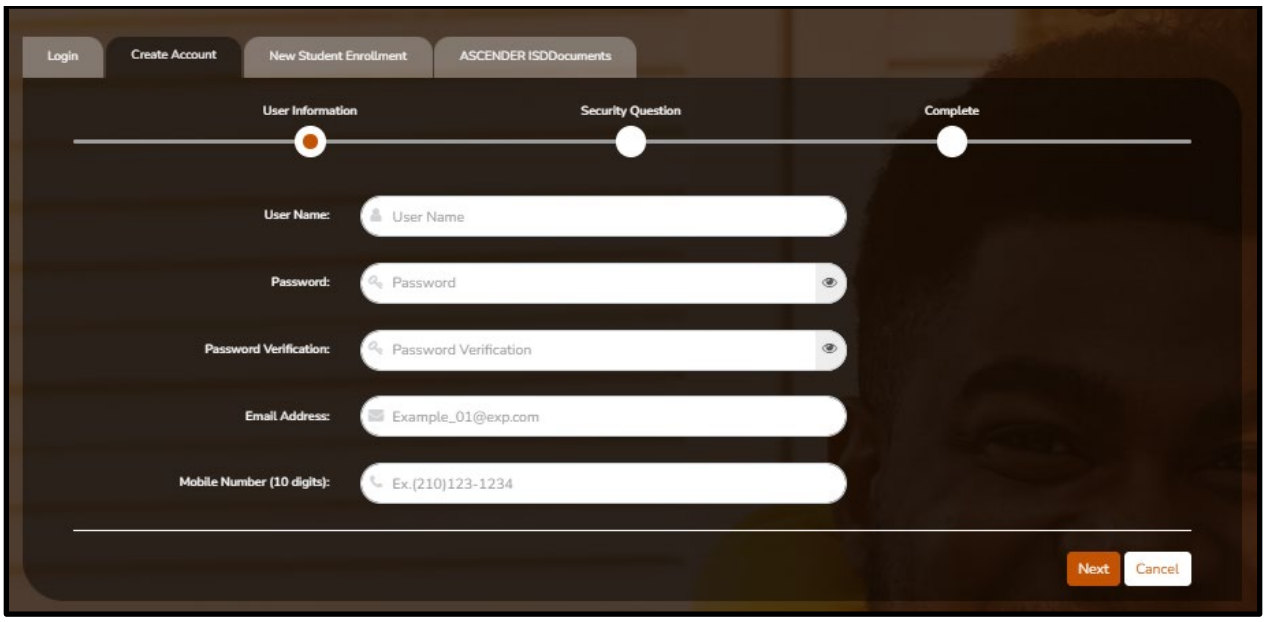
First:



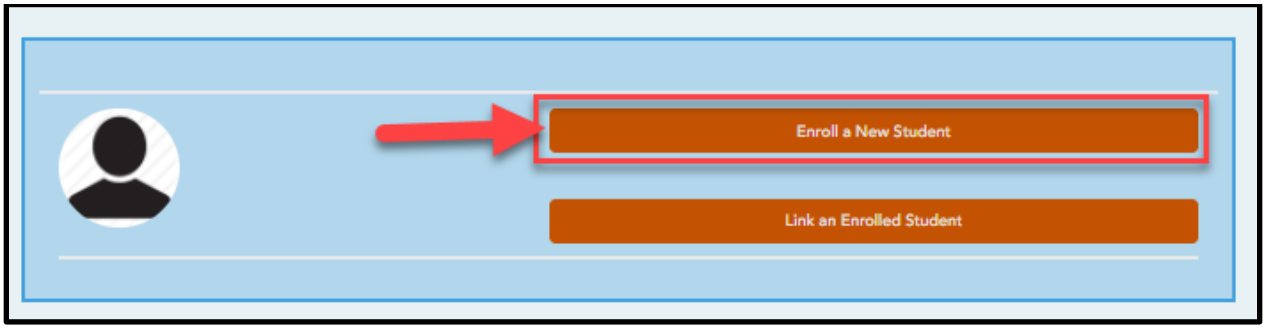
New Student Enrollment

Follow these steps to enroll a new student.

1. Go through the steps to create a ParentPortal account. Tip: Write down the answers to the security questions. If you are locked out, this will be the only way to recover your password. The answers are case sensitive.

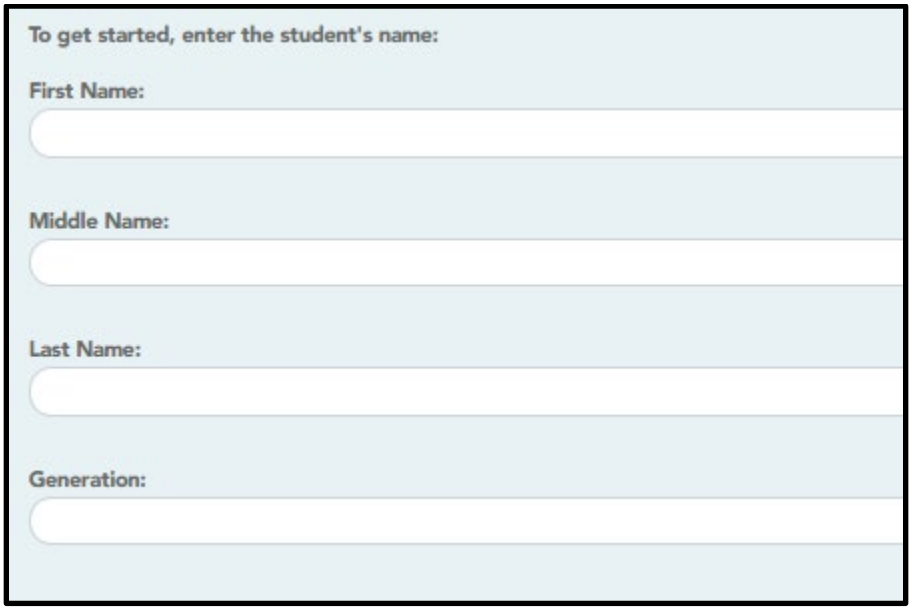


2. Login. Select to enroll a new student.

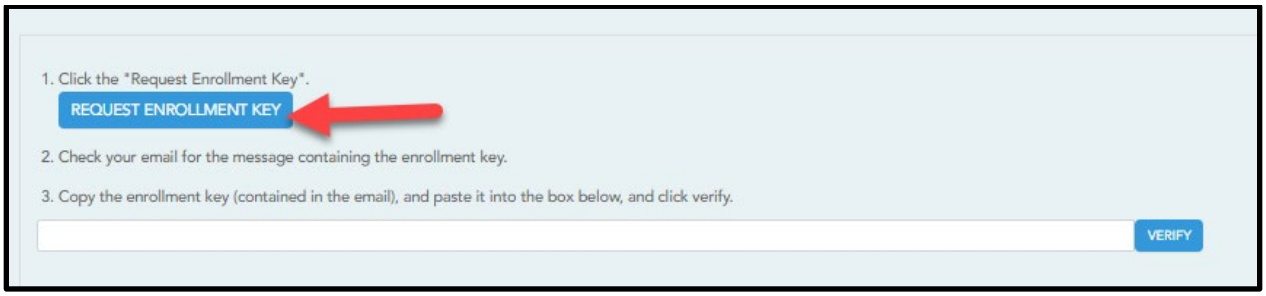


3. Insert your child's name and select continue. IMPORTANT: It must be typed exactly as it appears on the child's identifying document/s such as a birth certificate or social security card. Please include your child's middle name if they have one.

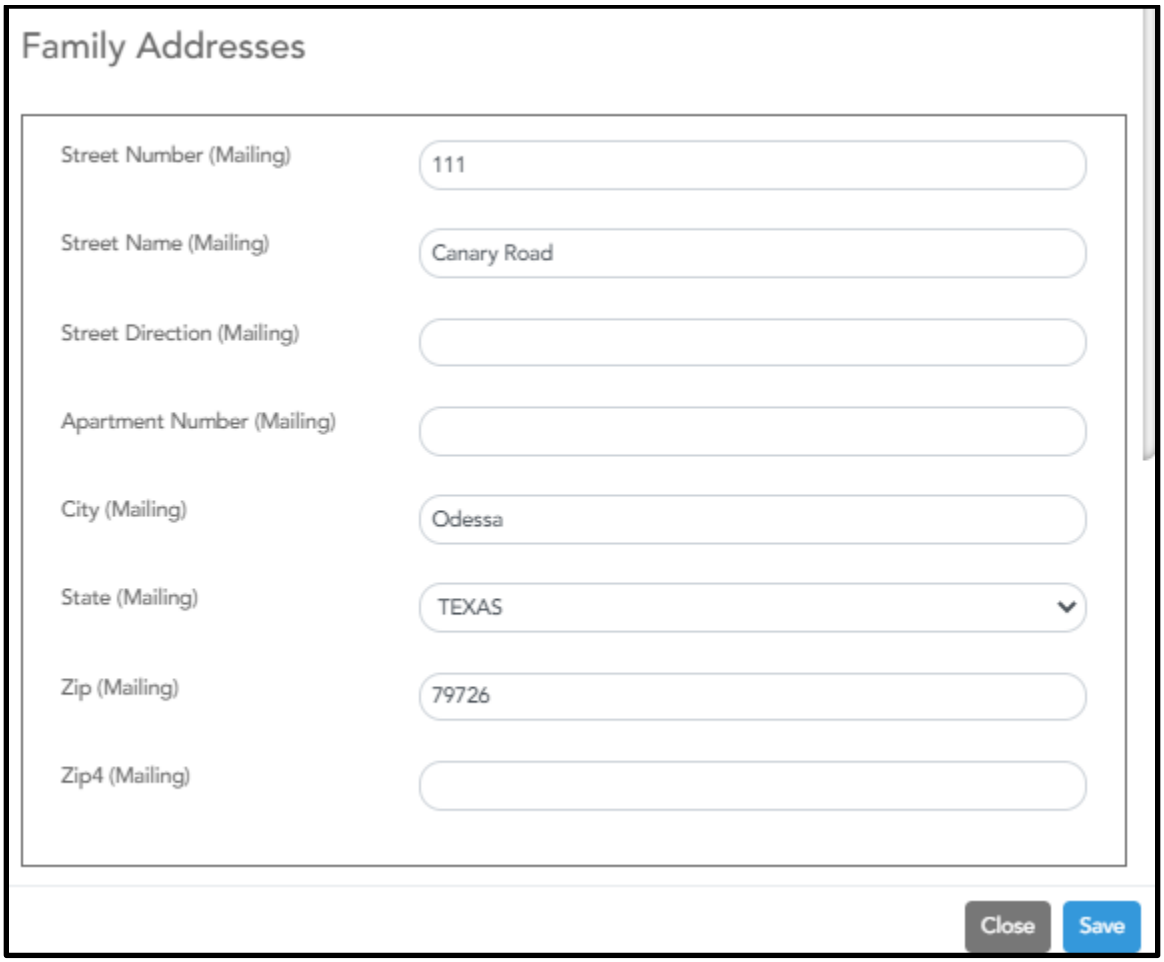
   Tip: If you have already done this step, hit the button "Skip to Step 4".



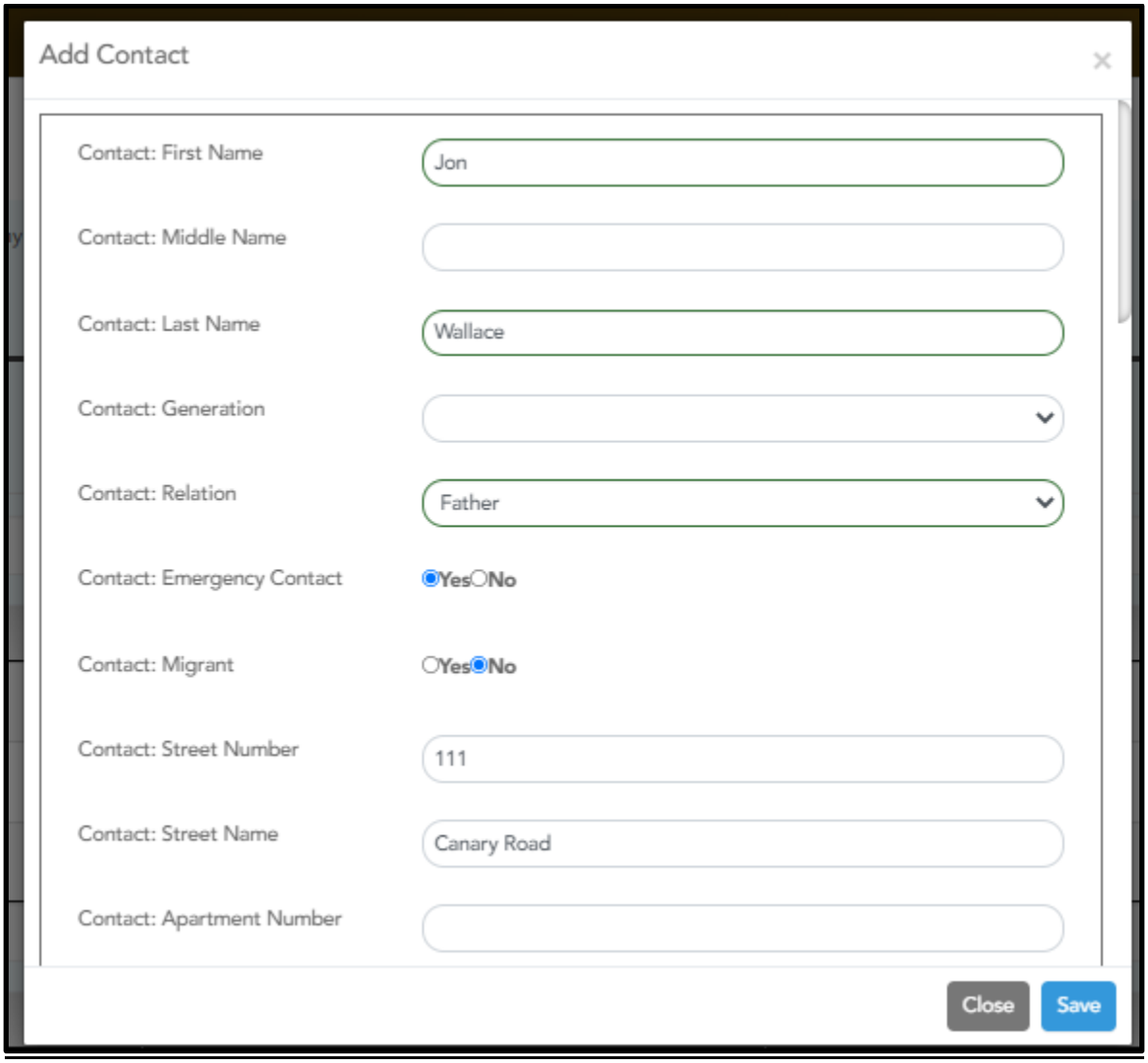
4. Request an enrollment key. The key will be sent to your email address. Insert the key exactly as it appears, select verify, and then select continue.



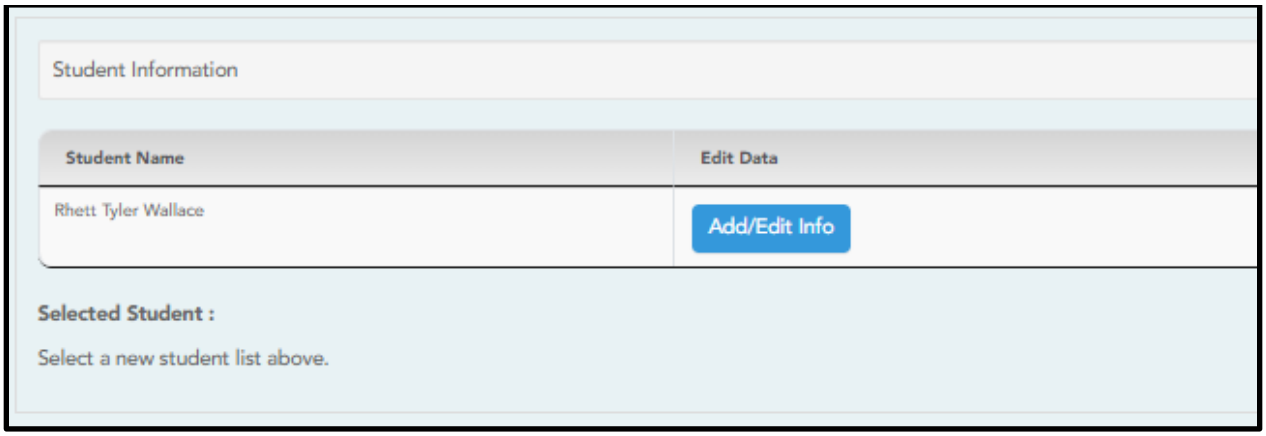
5. Select to add an address. You can do this multiple times if you need more than one address entered. Enter the child's physical address and mailing address. If they are the same, select to copy the address. Select to save. IMPORTANT: When inserting the address, please make sure to separate the street number and street name as shown in the picture below.



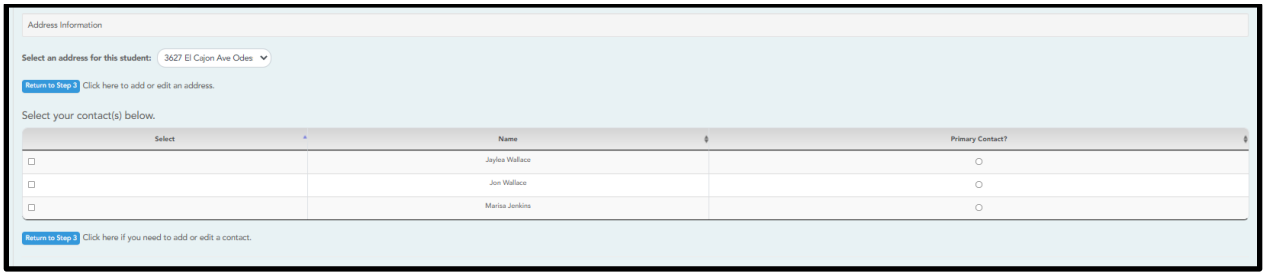
6. Select to add a contact. You can add as many contacts as you need. It is suggested to add the guardian/s and at least 2 emergency contacts. Once finished, select continue. IMPORTANT: The more information the better, please include a phone number and/or email for each contact. Also, when inserting the address, please make sure to separate the street number and street name as shown in the picture below.



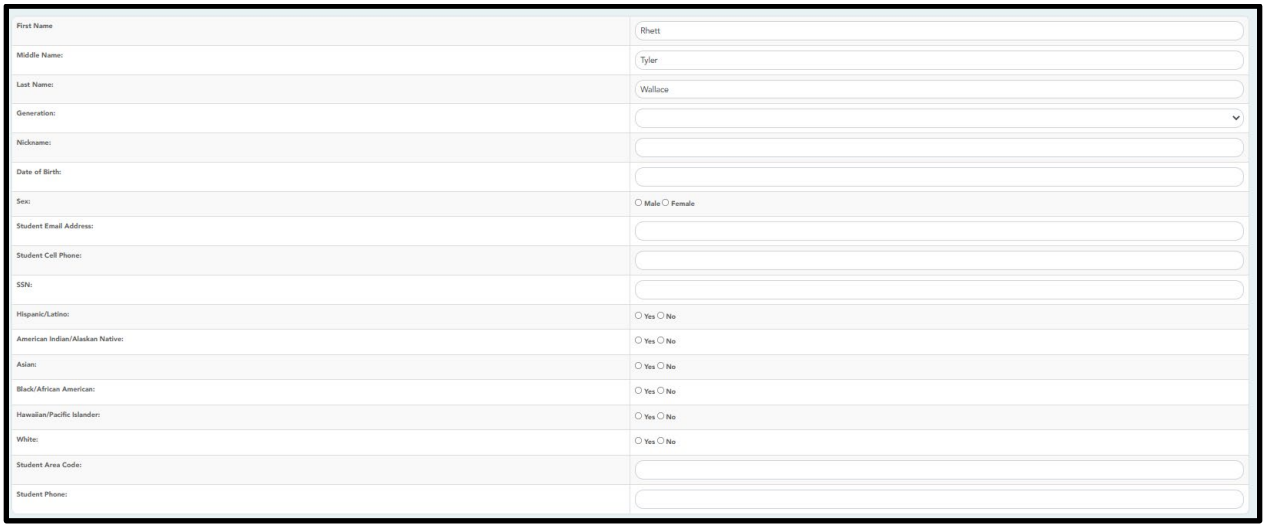
7. Select the “Add/Edit Info button” on the child you are registering.



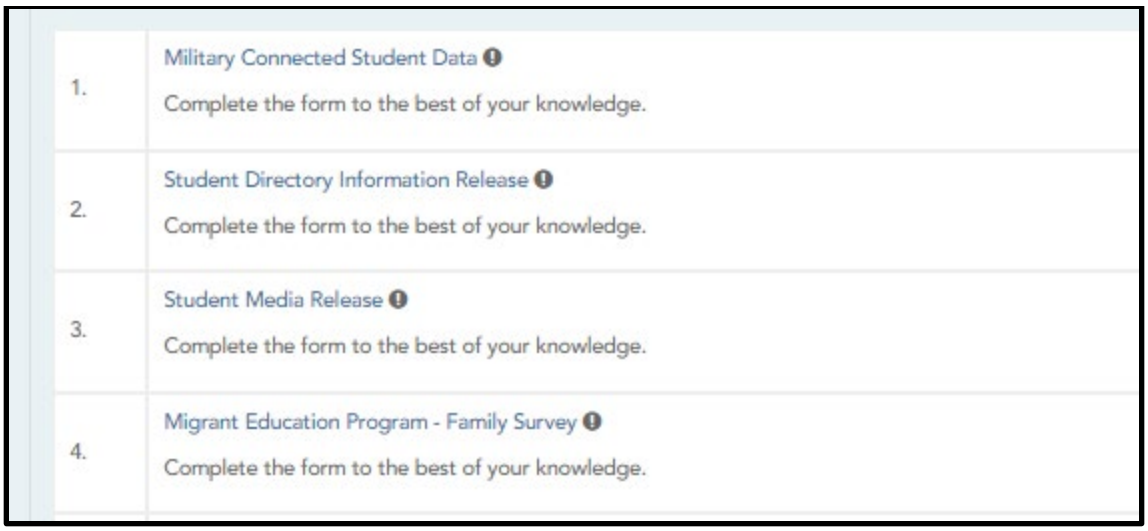
8. Choose an address and which contacts you want associated with the selected child. You must also select which contact will be the child’s primary contact. It is suggested to have the guardian/s and at least 2 emergency contacts.



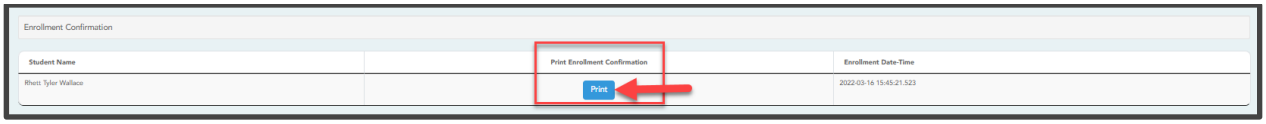
9. Insert your child’s demographic and special program information. At the bottom, upload the requested documents. Select save and continue.



10. Select each form and fill out the information. Some forms are read only and do not need any information. Select “Enroll Student”.



11. Recommended: Print the enrollment confirmation.



12. Follow any further district guidelines given. You may need to visit the campus to deliver any downloaded forms or documents.

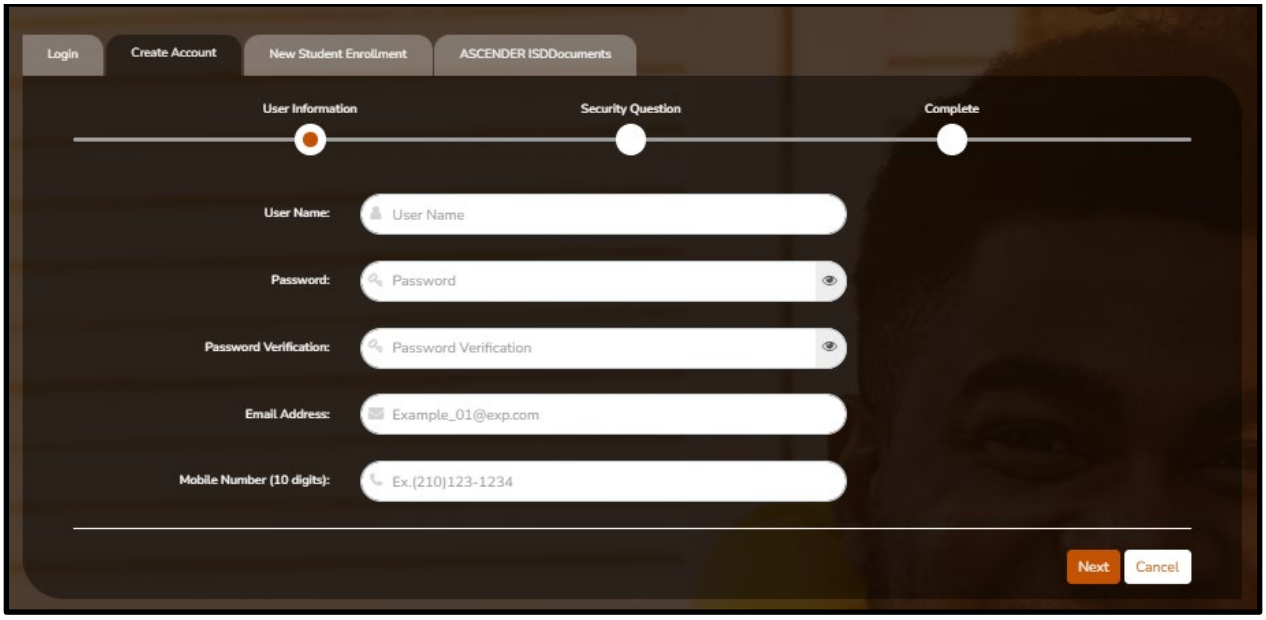
13. Once the campus has accepted your child's enrollment, they will send a ParentPortal ID. To add the student to your ParentPortal account, follow these steps:

    a. Return to the main screen.
    b. Select "Link an enrolled student"
    c. Insert the ParentPortal ID and birthdate of child
    d. Select Add

Returning Student Registration

Follow these steps to enroll a returning student:

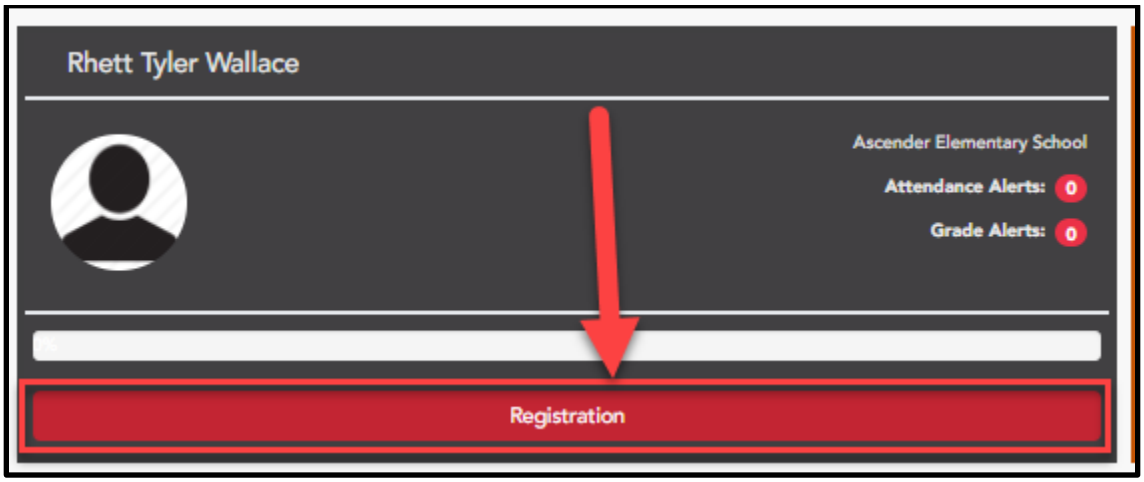
1. If you do not already have an account, go through the steps to create a ParentPortal account. Tip: Write down the answers to the security questions. If you are locked out, this will be the only way to recover your password. The answers are case sensitive.



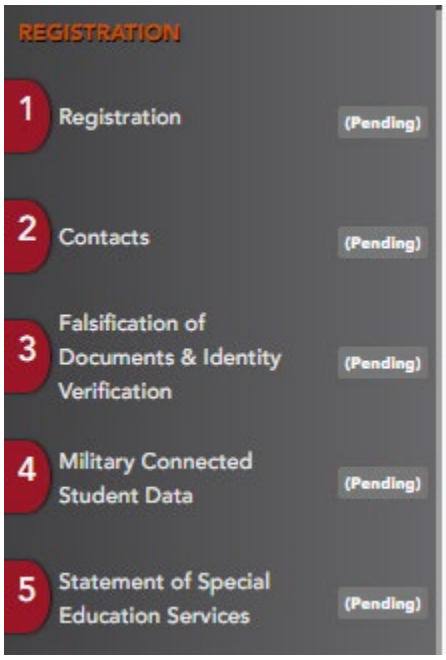
2. If you need to add a student to your ParentPortal account, follow these steps:

    a. Return to the main screen.
    b. Select “Link an enrolled student” or “Add Student”
    c. Insert the ParentPortal ID and birthdate of child
    d. Select Add

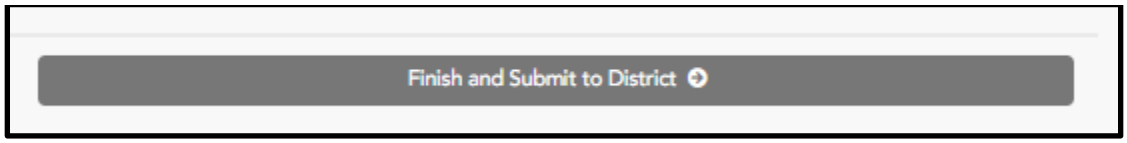
3. During the registration window, there will be a box displayed with your child's name and registration progress. Select "Registration" to begin.



4. Use the left navigation bar to select each form to fill out.



5. Once all forms are completed, select "Finish and Send to District"

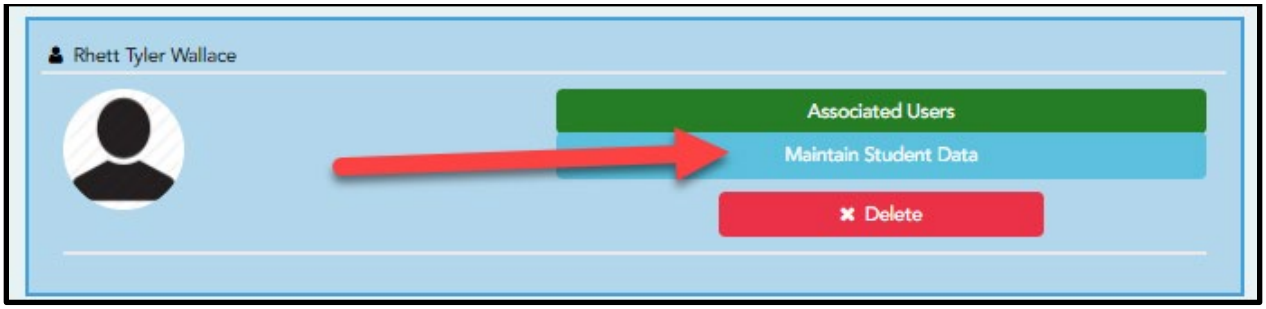


Update Student Information

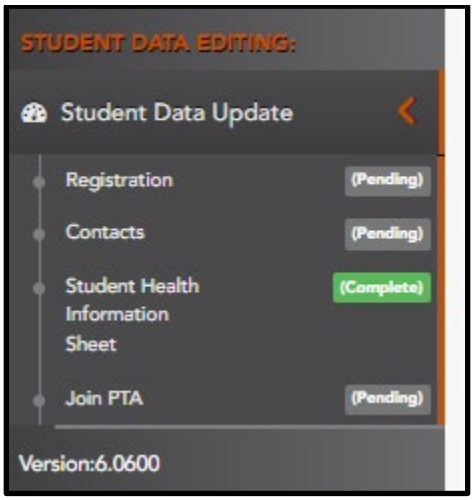
This portion of the guide will show you how to update your student's information. The district sets what information can be updated. If you do not see the information you wish to update, or cannot update it because it is grayed out, please contact the campus for help.

1. Log into the ParentPortal.

2. Select to "Maintain Student Data"



3. In the left navigation bar, the district has listed which forms can be updated. Select a form to update the information.



4. When finished updating the form you wish to update, select "Submit with Electronic Signature".

