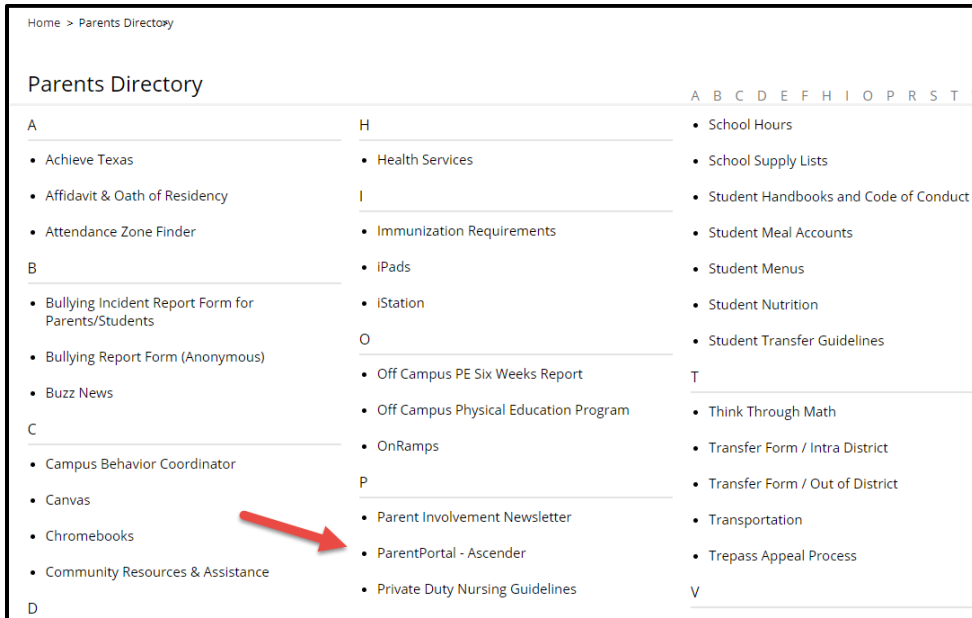
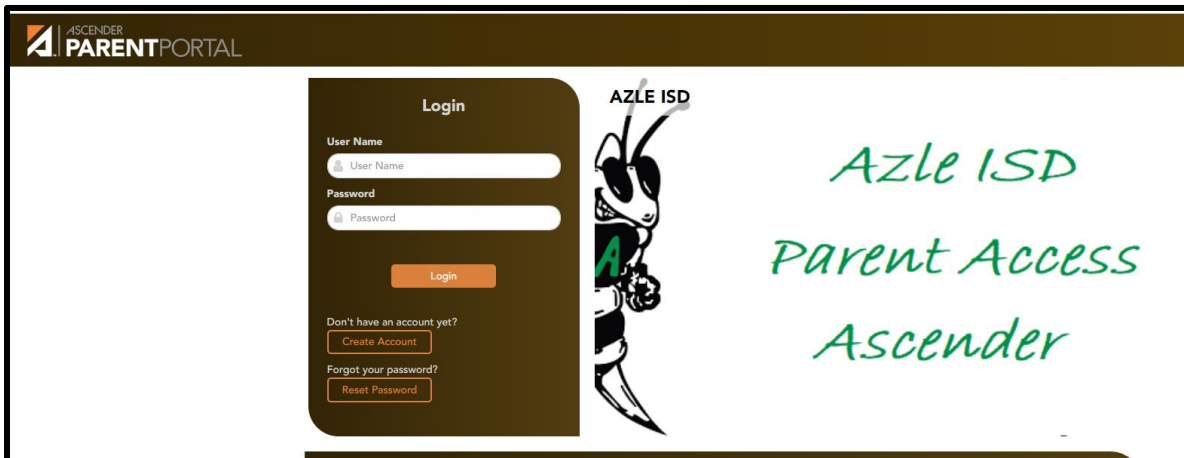


Instructions for Returning Student Registration

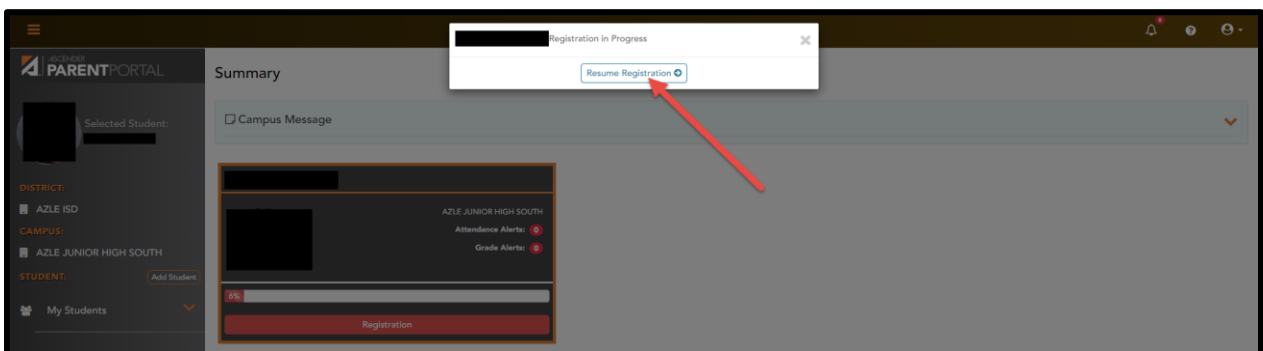
1. Go to Azle ISD's home page at <https://www.azleisd.net/>
2. Click on "Parents"
3. Click on "Parent Portal – Ascender"



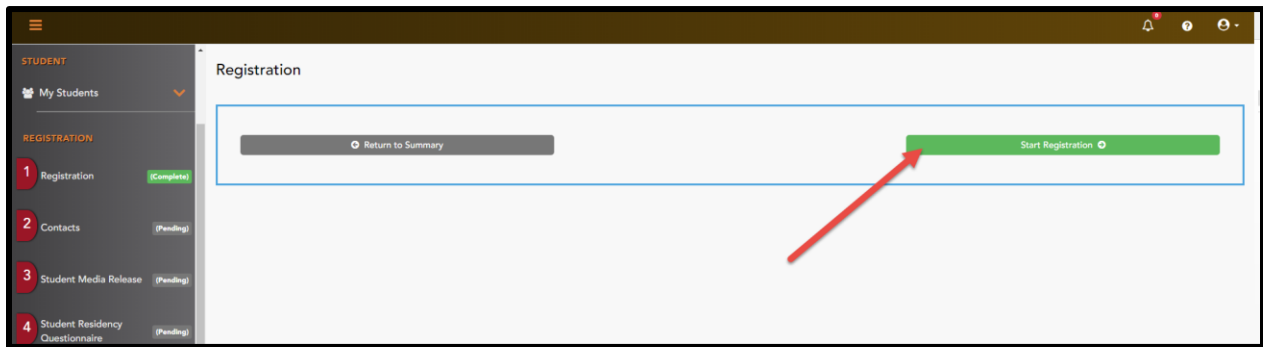
4. Enter username and password (if password is unknown, you may click on "Recover User Name/Reset Password").



5. Click on Resume Registration.



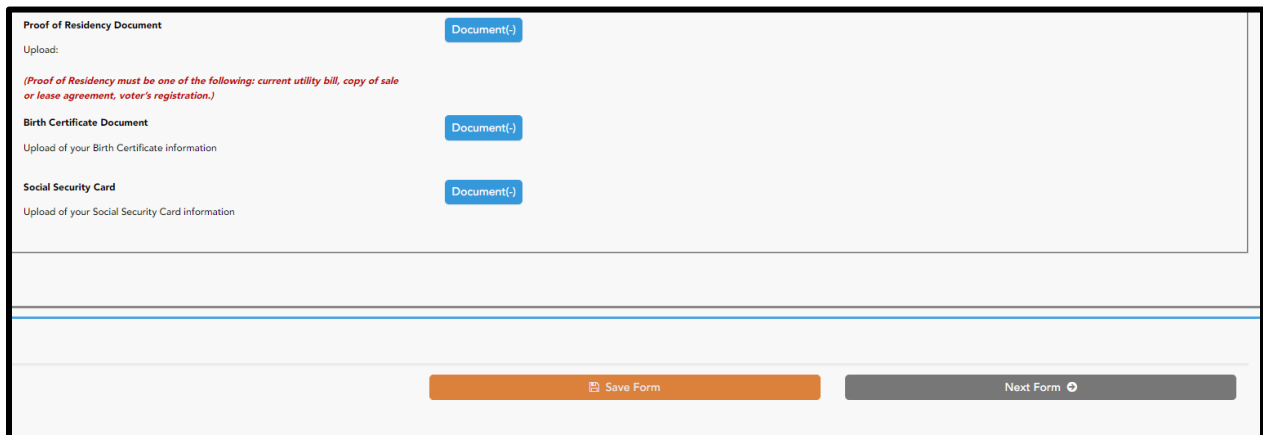
6. Click on Start Registration.



7. Start with Step 1 – Registration. Scroll down the page using the scroll bar on the right hand side of the screen. Please verify the student's current demographic information and make any necessary changes.



8. After the completion of every form, you will need to select next form. This will take you to Step 2 – Contacts. You will need to complete this for Steps 1 through 16.



9. Once all forms show a green complete box, select the box “Finish and Submit to District”.

The screenshot shows a registration interface. On the left is a sidebar with 16 items, each with a red circle containing a number and a green box labeled '(Complete)'. The items are: 6 Food Allergy Disclosure, 7 Falsification of Documents & Identity Verification, 8 Military Connected Student Data, 9 Migrant Education Program - Family Survey, 10 Student Directory Information Release, 11 FERPA and Directory Information Notice, 12 Drug Testing Permission Form, 13 Bullying Letter, 14 Student Code of Conduct, 15 Transportation, and 16 Commitment. The main form area contains several input fields: 'Student's last name*', 'Student's first name*', 'Student's ID number', and 'Student's Grade Level' (with '08' entered). Below these is a section titled 'What campus will student be attending during the 2020-2021 school year*' with radio button options: Azle High School, Azle Hornet Academy, Azle Jr High, Forte Jr High (selected), Azle Elementary, Hoover Elementary, Eagle Heights Elementary, Walhus Creek Elementary, Liberty Elementary, Silver Creek Elementary, Cross Timbers Elementary, and Azle Pre K Center. At the bottom of the form are three buttons: 'Previous Form', 'Save Form', and 'Finish and Submit to District'. Red arrows point from the 'Finish and Submit to District' button to the 'Complete' status of item 16 in the sidebar.

10. The student's registration is complete when you see the message below. Please save and/or print the confirmation page for your records.

The screenshot shows a confirmation page titled 'Registration'. At the top is a button labeled 'Return to Summary'. Below this is a large green horizontal bar containing the text 'You have completed online registration for' followed by a redacted name. Below the bar is a blue button that says 'Please click Print to print this confirmation page.' with a dropdown arrow. Red arrows point from the 'Return to Summary' button to the green bar and from the blue button to the green bar.