REQUEST FOR STUDENT ACCESS

I, _____ am requesting access to the ASCENDER application and/or the ASCENDER Portals. I understand that I am responsible for all transactions made with my username and password. I know and understand that my access is subject to all state and federal laws, including but not limited to FERPA (Family Educational Rights and Privacy Act). I will never disclose my password to ASCENDER to anyone. If I suspect that my password has been compromised I will change it immediately and let proper authority know. I will not intentionally enter any unauthorized data, or change data without prior authorization. I agree to notify the System Administrator when my job responsibilities have changed and no longer need access to ASCENDER or need to change my access to ASCENDER.

I Need to:

_____ Create an ASCENDER user account with user ID _____

_____ Edit my ASCENDER user account, my user ID is _____

_____ Delete my ASCENDER user account, my user ID is _____

I Need Access to:

STUDENT

Attendance:	Full Access	Read Only	ASCENDER Portals:	Full Access	Read Only
Campus Calendar	_____	_____	Campus	_____	_____
Student	_____	_____	Graduation Plan:	Full Access	Read Only
Letters	_____	_____	Tables	_____	_____
Reports	_____	_____	StudentPortal	_____	_____
Discipline:	Full Access	Read Only	Student	_____	_____
Student	_____	_____	Utilities	_____	_____
Letters	_____	_____	Reports	_____	_____
Reports	_____	_____	Scheduling:	Full Access	Read Only
Grade Reporting:	Full Access	Read Only	Master Schedule	_____	_____
Master Schedule	_____	_____	Student Schedule	_____	_____
Tables	_____	_____	Live Scheduling Load	_____	_____
Student	_____	_____	Utilities	_____	_____
TeacherPortal	_____	_____	Reports	_____	_____
Utilities	_____	_____	Test Scores:	Full Access	Read Only
Reports	_____	_____	Student/Import	_____	_____
			Reports	_____	_____

REQUEST FOR STUDENT ACCESS

Registration:	Full Access	Read Only	Registration cont:	Full Access	Read Only
District Profile	_____	_____	ParentPortal	_____	_____
Campus Profile	_____	_____	Core Collections	_____	_____
Student Enrollment	_____	_____	Child Find	_____	_____
Graduation	_____	_____	SPPI-14	_____	_____
At Risk	_____	_____	SELA	_____	_____
Special Ed	_____	_____	Utilities	_____	_____
Bil/ESL	_____	_____	TREX Export	_____	_____
PRS	_____	_____	StudentPortal	_____	_____
Local Programs	_____	_____	Reports	_____	_____
PK Enrollment	_____	_____	**Special Education:**	**Full Access**	**Read Only**
Dyslexia	_____	_____	Student	_____	_____
Forms	_____	_____	Reports	_____	_____

Special Requests / Other:

_____
_____
_____
_____
_____

Signature of Requestor: _____ Date: _____

Signature of Campus Principal: _____ Date: _____

Signature of Superintendent: _____ Date: _____

Completed by System Administrator: _____ Date: _____