



# Re-Enrollment for Current Students

Step by step instructions to complete Re-Enrollment for students returning to HCA.

## Step One: Link Child to Account

1. Log into the [Ascender Parent Portal](#).
2. Select "Link an Enrolled Student."
3. Enter the Parent Portal ID and birthdate of your child.  
*(Reach out to Mr. Beardslee if you have not received your Parent Portal ID.)*
4. Select "Add."

## Step Two: Complete Re-Enrollment Forms

1. Log into the [Ascender Parent Portal](#).
2. On the Left-hand side of the page select "Summary."
3. Select the red "Registration" button for each child that you are completing re-enrollment for.
4. Complete each of the forms, making sure to edit any information that is no longer correct.

**For any questions about re-enrollment, please contact [enroll@heritageed.org](mailto:enroll@heritageed.org)**