



ASCENDER GUIDES



Admin - Custom Forms - Create Custom Form

Table of Contents

Admin - Custom Forms - Create New Form	1
---	----------

Admin - Custom Forms - Create New Form

ASCENDER ParentPortal Admin > Forms Management > Custom Forms > Create New Form

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level security administrator user name.

This page allows administrative users to create customized forms that can be used during Student Enrollment and Online Registration.

Step 1

Form Properties:

☐ **Add the form.**

Form Name	Type a name for the form. For a Spanish form, provide the name in Spanish.
Form Instructions	Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
Campus	Select a campus in order to assign the form to a specific campus. Or, select <i>All Campus</i> if the form is used for all campuses in the district. If you select <i>All Campus</i> , each campus is listed, and you can remove individual campuses if needed. NOTE: If you select <i>All Campus</i> by mistake, click <i>Clear all</i> to clear all campuses at once.

Click **Next**.

Step 2

Add Questions:



Back Cover