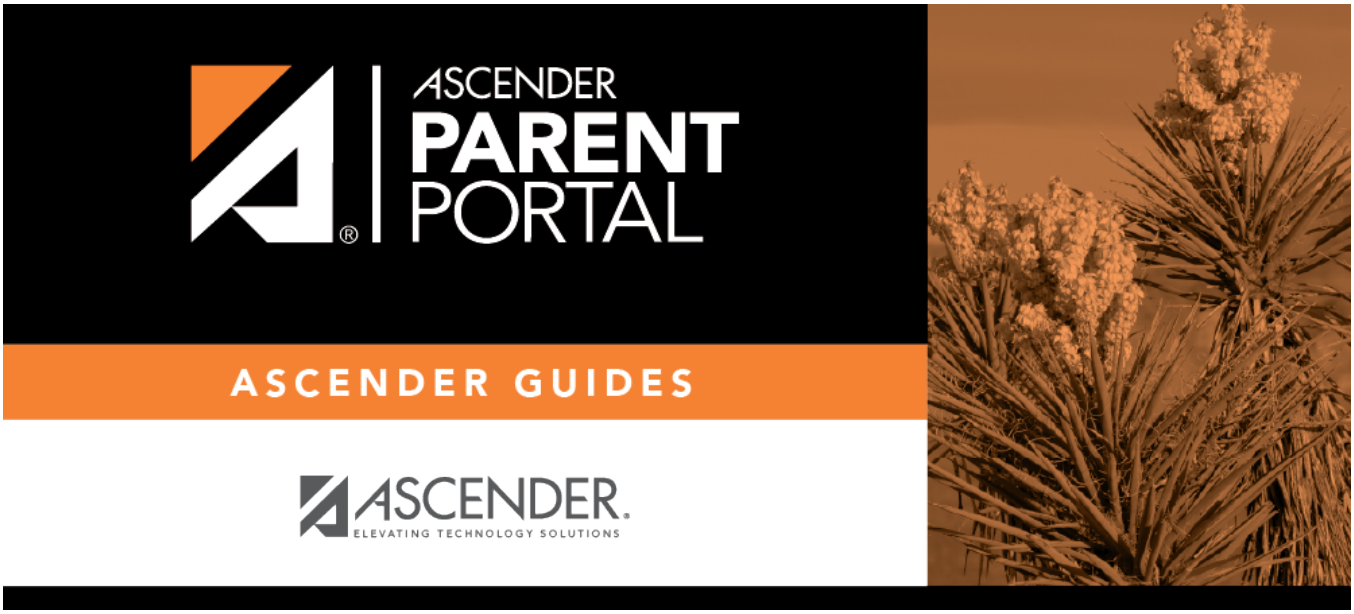


Admin - Custom Forms - Create Custom Form

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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:

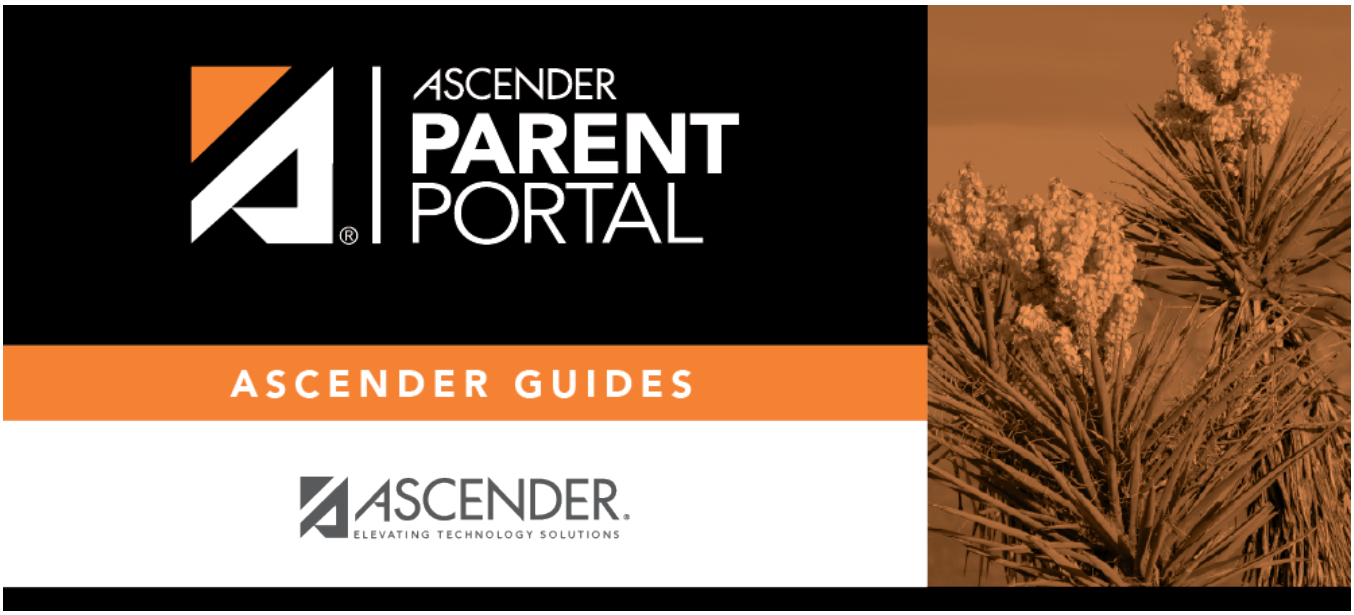
❑ Add the form.

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 *All Campus* if the form is used for all campuses in the district. If you select *All Campus*, each campus is listed, and you can remove individual campuses if needed. **NOTE:** If you select *All Campus* by mistake, click *Clear all* to clear all campuses at once.

❑ Click **Next**.

Step 2

Add Questions:


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