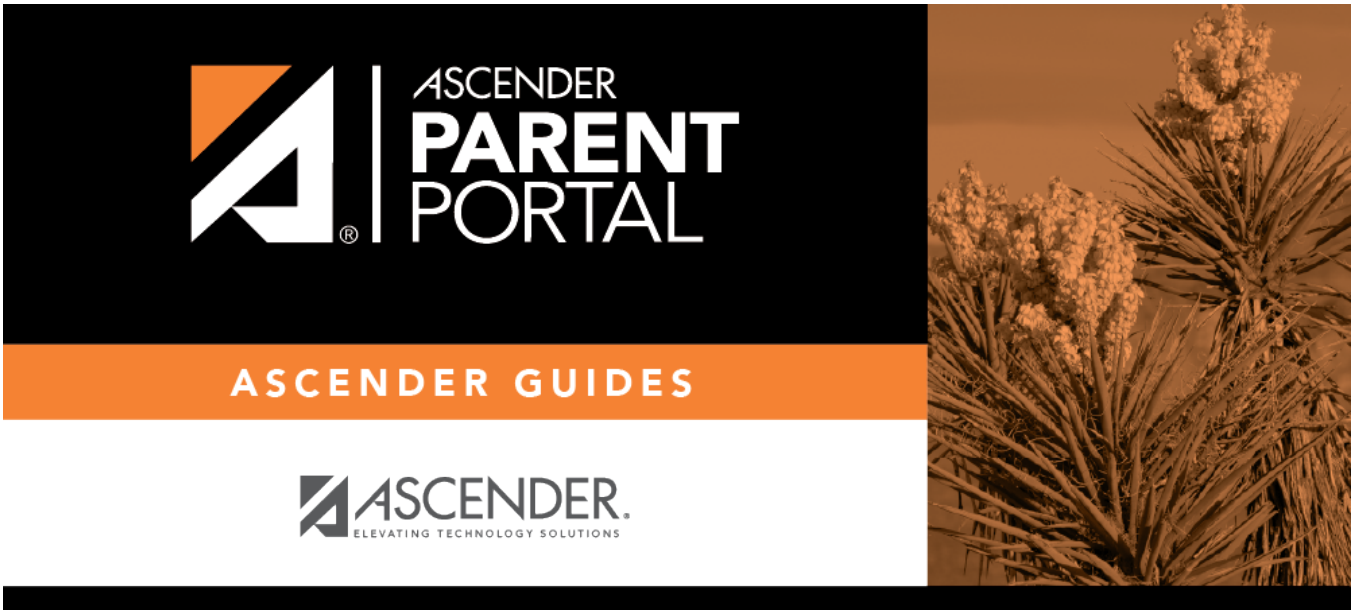



# Admin - Form Settings

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# Admin - Form Settings

***ASCENDER ParentPortal Admin > Admin Menu > Form Settings***

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 you to enter district-level settings for Student Enrollment and Online Registration, and view form data.

**Student Enrollment Versus Online Registration:**

- ***Student Enrollment*** refers to the one-time process of enrolling a new student in the district. Only forms in the *New Student Enrollment* group, and static printable forms, are used for new student enrollment.
- ***Online Registration*** refers to the annual maintenance of records for existing students (i.e., students already enrolled in the district), such as demographic data updates and form acknowledgement.
- ***Student Data Updates*** refers to the ongoing maintenance of records for existing students, such as changes to contact information.

## Access Control:

### Online Registration

These fields enable annual Online Registration:

| | |
|---|---|
| **Allow Parent Access** | This field enabled and disables Online Registration, including the tools needed to set up forms.<br><br>Select **Yes** if you will be using Online Registration, including during setup.<br><br>Use **Online Registration Date Range** to control when Online Registration is available to parents. |

| | |
|---|---|
| **Online Registration Date Range** | To specify the beginning and ending dates for online registration:<br><br>❑ Click in the field, and a calendar opens.<br><br>❑ First click the start date, then click the end date.<br>The calendar closes once you click the end date.<br><br>❑ Click **Save Date**.<br><br>When the current date falls on or within these dates, parents will be able to use Online Registration for students who are enrolled in the district.<br><br>If no dates are entered, or if the current date is outside the date range, Online Registration is not available in ParentPortal. |
| **District Online Registration confirmation message:** | ❑ Type a message that will be displayed to parents upon successfully completing Online Registration in ParentPortal.<br><br>❑ Click **Update Message**. |

### Student Enrollment

These fields enable annual Online Student Enrollment:

| |
|---|
| **Would you like to allow parental access to Student Enrollment** |
| **What type of authentication would you like to use for new enrollment** |

# Forms Management

### Forms Summary

Counts of the number of existing forms and fields are displayed.

**Active Forms** - All forms that are currently available in ParentPortal.

- **Active Forms** -
- **Active Forms (Exist in groups)**

- Active Forms (Dynamic)
- Active Forms (Static)
- Active Forms (Standard)

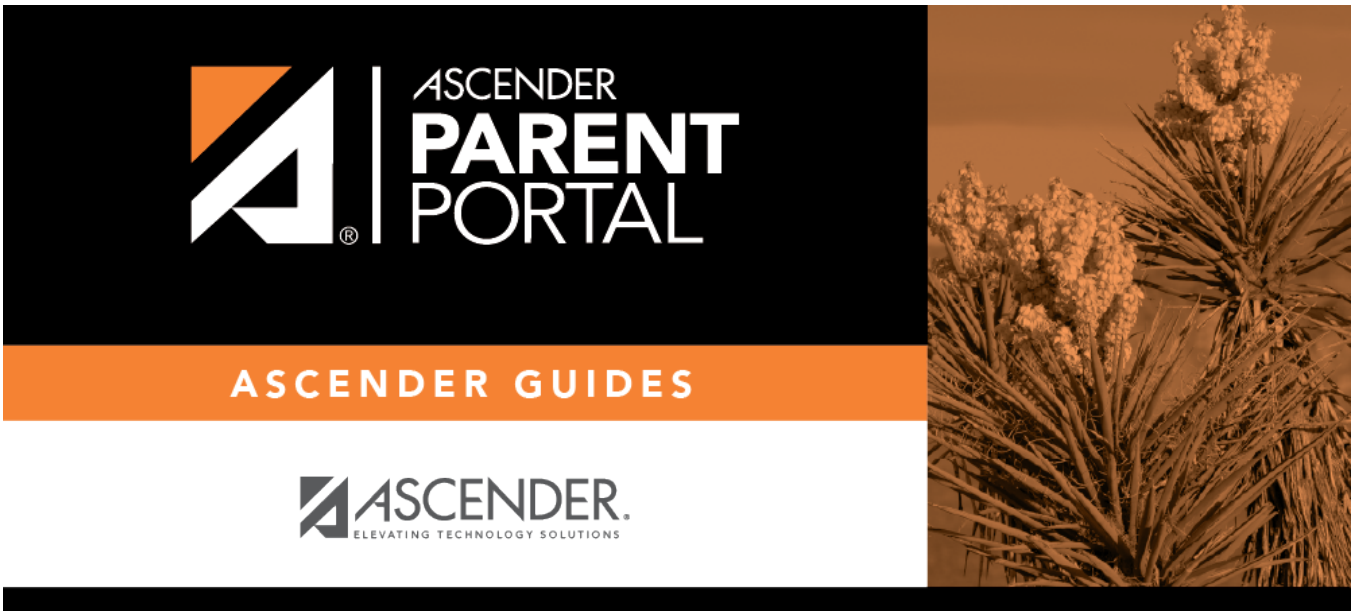
**Archived Forms** - Include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the Form Editor page.

**Static Documents** -

- **Available Documents** - The count of documents that are uploaded to the server.
- **Documents Created as Forms** - The count of documents that are currently provided as forms in ParentPortal.

**Form Columns** -

- **Available Columns** - The count of documents that are uploaded to the server.
- **Columns in Use** - The count of documents that are currently provided as forms in ParentPortal.


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