



ASCENDER GUIDES



**admin\_forms\_group\_data\_maintenance\_body**



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This page allows district-level users to create a group of forms that parents can use for student data maintenance, such as changes to demographic data throughout the year (e.g., address or phone number changes).

### Student Data Maintenance

+ Add Group

Existing Groups

Contact group

Print group

RE-ENROLLMENT 2019-2020

Edit Group

Language: English

Group Name: Contact group

Instructions:

Add Form

...Select

Action	Name	Instructions	Type
<div>↑</div> <div>↓</div> <div>🔍</div> <div>✖</div>	Contacts		Dynamic
<div>↑</div> <div>↓</div> <div>🔍</div> <div>✖</div>	PTA Survey	Please complete this form by the end of the first week of school.	Custom

## Add a group:

☐ Click + **Add Group**.

A pop-up window opens.

+ Add New Group

✖

Group Name:

Instructions:

Cancel

Add Form Group

**Group Name** Type a name for the group.

<b>Instructions</b>	Add or update any instructions for the form group, such as clarification about which forms are included in the group. <b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under <b>Instructions</b> , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
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☐ Click **Add Form Group**.

The group is added to the **Existing Groups** (left) list.

## Edit a new or existing group:

☐ In the **Existing Groups** (left) list:



- Hover over the new or existing group and click the edit icon.

The group details open in the **Edit Group** section (right) where you can add or edit group details:

<b>Language</b>	Select the language of the forms in the group. <b>NOTE:</b> If you select Spanish, but you did not type Spanish instructions under <b>Instructions</b> , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
<b>Group Name</b>	The current group name is displayed and can be edited.
<b>Instructions</b>	The current instructions for the form group are displayed and can be edited. <b>NOTE:</b> If you are creating a group for Spanish forms, the instructions should be typed in Spanish. If you do not type Spanish instructions under <b>Instructions</b> , English instructions will be displayed even if the parent is viewing ParentPortal in Spanish.
<b>Add Form</b>	Select each form you want to add to the group. Be sure to select forms that correspond to the selected <b>Language</b> .

As forms are added, they are listed below the **Edit Group** section in the order they were added.

☐ You can modify the order in which the forms are displayed in ParentPortal:



- Click to move the form up the list.



- Click to move the form down the list.

☐ Under **Edit Group** (right):



- Click to [preview the form](#). The form opens in a separate browser window.



- Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**.  
The form is removed from the group but not deleted from the ParentPortal server.

☐ Under **Existing Groups** (left):



- Hover over and click the icon to delete a group.



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