admin_forms_create_static

ii

Table of Contents

If you uploaded any documents, you must create a form with each document in order to make it accessible to parents.

> **NOTE:** To create a Spanish version of a static form, you will need to set the **Current Language Context** for the form to *Spanish*. This will be done in a subsequent step using the Form Editor??? page once the form is created.

❑ Click **Add Form** to create a form from an uploaded document. A pop-up window opens.
<SCREENSHOT - Create form using uploaded document>

Form Name	Type a name for the new form, up to 50 characters.
Form Instructions	Type any specific district-level instructions for the form, up to 2000 characters.
Campus	Select a campus in order to assign the form to a specific campus. Or, select None if the form is used for all campuses in the district. **NOTE:** A dynamic or static form set with a specific campus must be added to the Student Data Editing Form Groups in order to display for that campus. At this time, the **Campus** setting does not apply to New Student Enrollment or Online Registration.
Visible	Select **Yes** if you want the form to visible to parents in ParentPortal.

Select the form from the list in the drop-down field.

<SCREEN SHOT>

Click **Add Form**. A message is displayed indicating that the static form was successfully added.

<SCREEN SHOT - Form added>

Repeat for all remaining documents.

Back Cover