



ASCENDER GUIDES



admin_forms_create_static

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If you uploaded any documents, you must create a form with each document in order to make it accessible to parents. If you have English and Spanish versions of documents, you must upload each document individually.

☐ Click **Add Form**. 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**. The form is added to the **Active Forms** list on the left side of the page.

<SCREEN SHOT - Form added>

Repeat for all remaining static documents, including Spanish documents.



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