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 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.
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.<div indent.For a Spanish form, be sure to select the Spanish version of the form.</div>

<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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