



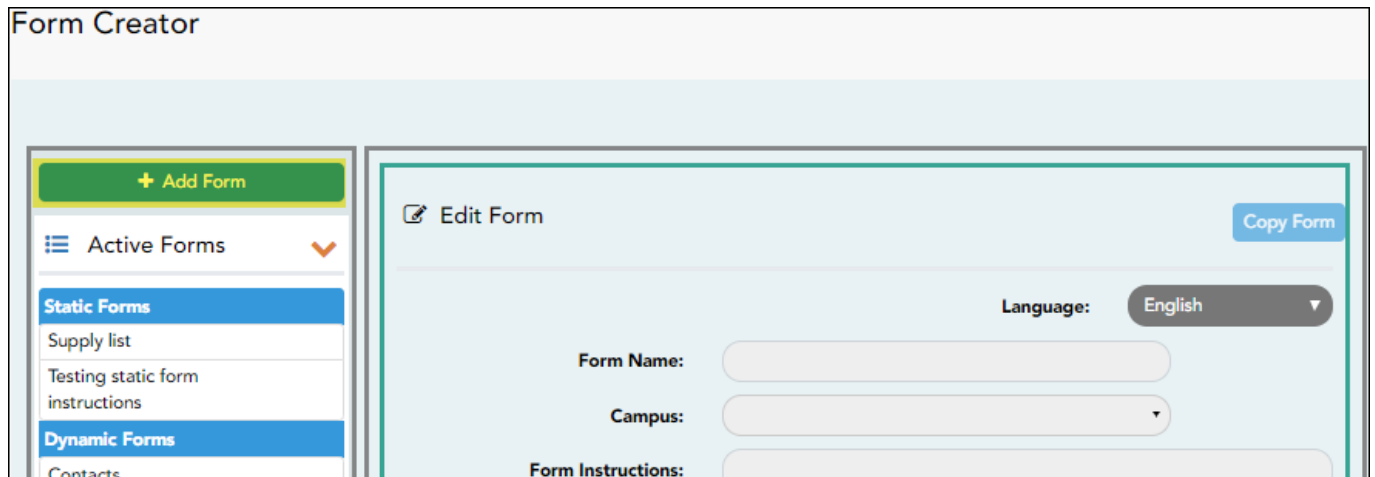
ASCENDER GUIDES



admin_forms_create_static

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If you uploaded any documents on [Document Upload](#), 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.



The screenshot shows the 'Form Creator' interface. On the left, there is a sidebar with a green '+ Add Form' button at the top. Below it, there is a section titled 'Active Forms' with a dropdown arrow. Under 'Active Forms', there are two categories: 'Static Forms' and 'Dynamic Forms'. Under 'Static Forms', there are two items: 'Supply list' and 'Testing static form instructions'. Under 'Dynamic Forms', there is one item: 'Contacts'. The main area of the interface is titled 'Edit Form' and contains a 'Copy Form' button in the top right corner. Below the 'Copy Form' button, there is a 'Language:' dropdown menu set to 'English'. Below the language menu, there are three input fields: 'Form Name:', 'Campus:', and 'Form Instructions:'. Each input field has a light gray border and a small downward arrow on the right side.

□ Click **Add Form**.

A pop-up window opens.

+ Add Form

Form Name:

Form Instructions:

Campus:

Visible:
☒ Yes
☐ No

Attach Document (for Static Forms Only):

No Document

Language:
English

Cancel
Add Form

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 <i>All Campuses</i> if the form is used for all campuses in the district. If you select <i>All Campuses</i>, each campus is listed, and you can remove individual campuses if needed. Campus: 001 - (001 001 School PK-12) X All Campuses Cancel All 004 - (004 004 School 06-12) NOTE: If you select <i>All Campus</i> by mistake, click <i>Cancel All</i> to clear all campuses at once.
Visible	Select Yes if you want the form to visible to parents in ParentPortal.

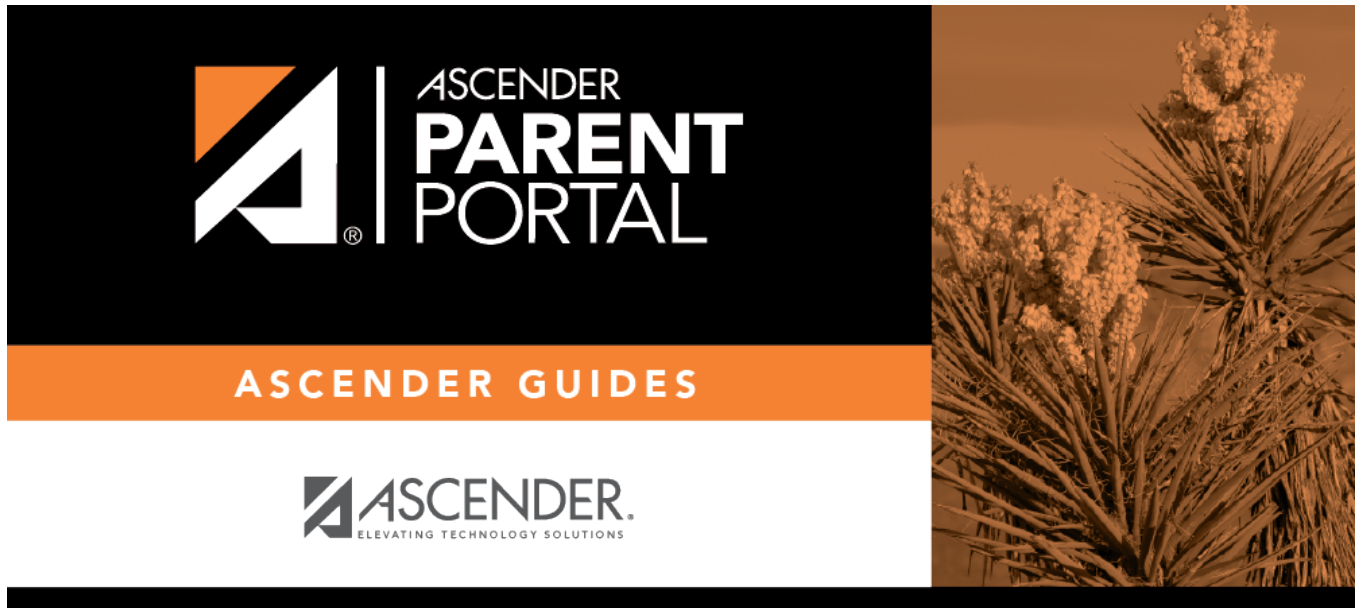
☐ Select the form from the list in the drop-down field.

For a Spanish form, be sure to select the Spanish version of the form.

☐ Click **Add Form**.

The form is added to the **Active Forms** list on the left side of the page, under **Static Forms**.

☐ Repeat for all remaining static documents, including Spanish documents.



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