

# **Admin - Custom Forms - Create Custom Form**

## **Table of Contents**

Admin -	<b>Custom Forms</b>	- Create New Form	

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#### ASCENDER ParentPortal Admin > Forms Management > Custom Forms > Create New Form

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campuslevel security administrator user name.

This page allows administrative users to create customized forms that can be used during Student Enrollment and Online Registration.

## Step 1

#### **Form Properties:**

#### $\Box$ Add the 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 Campus</i> if the form is used for all campuses in the district.
	If you select <i>All Campus</i> , each campus is listed, and you can remove individual campuses if needed. <b>NOTE:</b> If you select <i>All Campus</i> by mistake, click <i>Clear all</i> to clear all campuses at once.

#### Click **Next**.

## Step 2

#### **Add Questions:**



## **Back Cover**