



ASCENDER GUIDES



Admin - Custom Forms - Create Custom 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 campus-level 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:

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. NOTE: 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:

You can add a variety of elements to your form.

The following two options allow you to provide headings and instructions on the form.

| | |
|------------------|--|
| Header | Select to provide... |
| Paragraph | Select to provide one or more sentences in the form, such as instructions. |

The following field types refer to the answer you are soliciting from the parent. Each type of field has a specific set of properties that must be entered.

Date Field - The parent will be asked to enter a date in the MM/DD/YYYY format.

Number - The parent will be asked to enter a number, such as a phone number, street number, or quantity.

Radio Group - The parent will be asked to select one of several options (multiple choice, one answer).

Select - The parent will be asked to select an option from a drop-down list (can allow one or multiple selections).

Text Field - The parent will be asked to respond with a few words or less.

Text Area - The parent will be asked to respond and will have up to xxx characters ...



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