

# **Admin - Form Settings**

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## **Admin - Form Settings**

#### ASCENDER ParentPortal Admin > Admin Menu > Form Settings

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

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This page allows you to enter district-level settings for Student Enrollment and Online Registration, and view form data.

#### Student Enrollment Versus Online Registration:

- **Student Enrollment** refers to the one-time process of enrolling a new student in the district. Only forms in the *New Student Enrollment* group, and static printable forms, are used for new student enrollment.
- **Online Registration** refers to the annual maintenance of records for existing students (i.e., students already enrolled in the district), such as demographic data updates and form acknowledgement.
- **Student Data Updates** refers to the ongoing maintenance of records for existing students, such as changes to contact information.

### **Access Control:**

#### **Online Registration**

These fields enable annual Online Registration:

Allow Parent Access Online Registration Date Range District Online Registration confirmation message:

#### Student Enrollment

These fields enable annual Online Student Enrollment:

#### Would you like to allow parental access to Student Enrollment What type of authentication would you like to use for new enrollment

### Forms Management

#### **Forms Summary**

Counts of the number of existing forms and fields are displayed.

Active Forms - All forms that are currently available in ParentPortal.

- Active Forms -
- Active Forms (Exist in groups)
- Active Forms (Dynamic)
- Active Forms (Static)
- Active Forms (Standard)

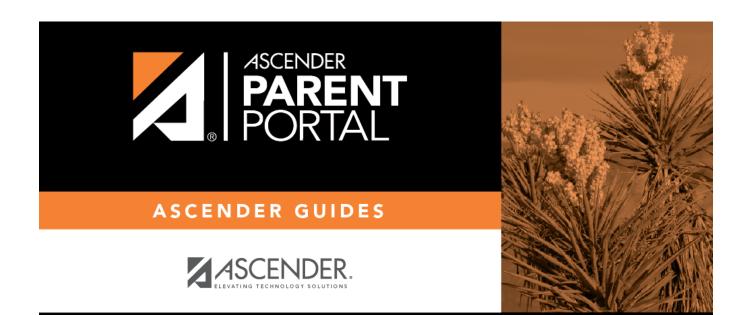
**Archived Forms** - Include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the <u>Form Editor</u> page.

#### Static Documents -

- Available Documents The count of documents that are uploaded to the server.
- **Documents Created as Forms** The count of documents that are currently provided as forms in ParentPortal.

#### Form Columns -

- Available Columns The count of documents that are uploaded to the server.
- **Columns in Use** The count of documents that are currently provided as forms in ParentPortal.



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## **Back Cover**