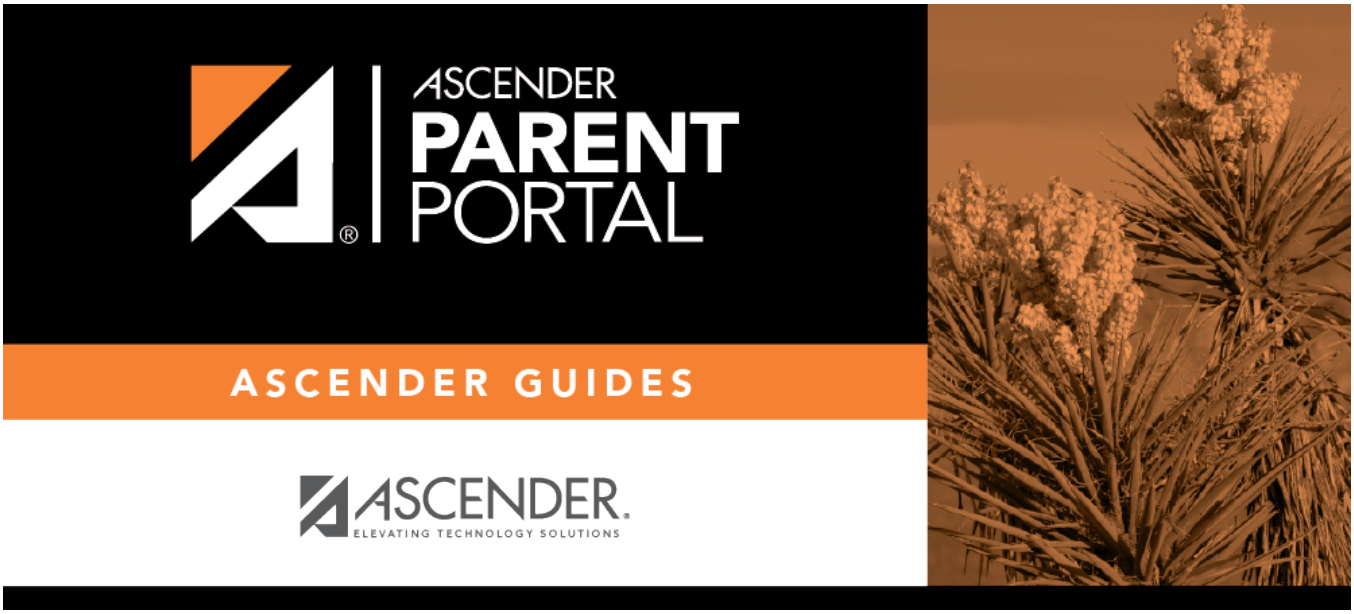
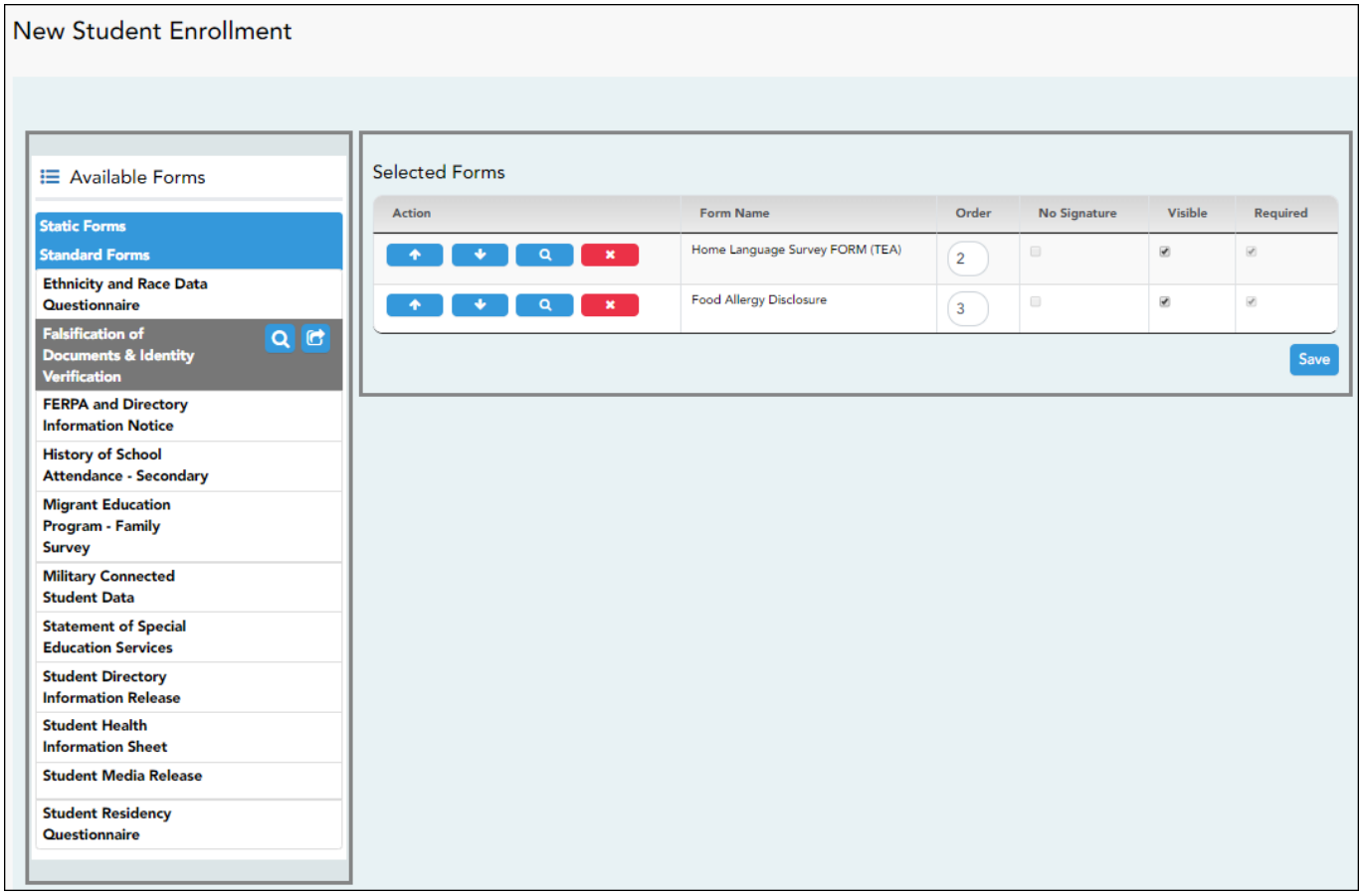



# admin_forms_group_enrollment_body

# Table of Contents

This page allows district-level users to add or modify the list of forms associated with enrollment of new students.

The list of available forms is pre-set and cannot be modified.




Instructions are displayed in the top-right section.

- Click to hide the instructions.
- Click to re-display the instructions.

❑ In the **Associated Forms** (left) list:

- Hover over the form and click to preview the form. The form opens in a separate browser window.
- Hover over the form and click to add the form to the New Student Enrollment group.

❑ The form is added to the list on the right side where you can modify certain properties:

**IMPORTANT:** Once a form is added to the group, it is live. There is no **Save** button on the Forms Group Management pages.

| | |
|---|---|
| **Order** | Type the number indicating the order in which you want the forms to be listed within the group. For example, type 1 if you want the form to be listed first in the group. |
| **No Signature** | Select if the form has no data input fields or the parent is not required to acknowledge or submit the form. This only applies to forms that are for information purposes only, such as a school supply list or calendar.<br><br>When selected, the form will not have any buttons displayed in ParentPortal allowing the parent to submit or acknowledge the form. The form will be displayed as a read-only form.<br>**NOTE:** For standard forms, the field is disabled; it is cleared by default and cannot be selected. |
| **Visible** | Select to make the form visible to parents. If not selected, the form will not be displayed in ParentPortal, even if it is associated with a group. This field can be used if you need to temporarily or quickly block access to the form. |
| **Required** | Select to indicate to the parent that the form is required. The parent must either submit required data or acknowledge that the form was reviewed.<br><br>If selected:<br>• If the form has data fields that must be input, the **Submit Data with Electronic Signature** button is displayed on the form in ParentPortal, and the parent will be required to enter data and submit the form.<br><br>• If the form has no data fields but the parent must acknowledge that the form was reviewed, the **Submit Electronic Signature** button is displayed on the form in ParentPortal, and the parent will be required to submit the form.<br><br>**NOTE:** This field is set automatically for some form types and cannot be changed:<br>• For public and any other static forms, the field is cleared by default and cannot be selected.<br><br>• For standard forms, the field is selected by default and cannot be cleared. |

❑ You can modify the order in which the forms are displayed in ParentPortal:

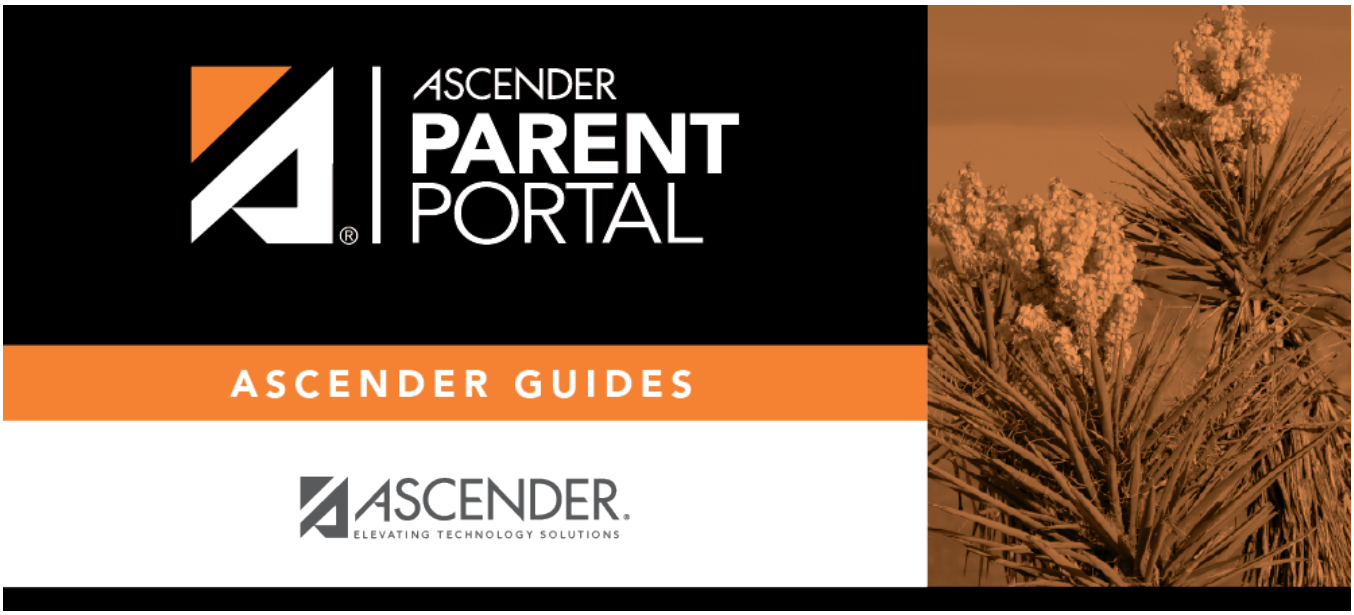
- Click to move the form up the list.
- Click to move the form down the list.

❑ On the right:

- Click to preview the form. The form opens in a separate browser window.

- Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**.
The form is removed from the list on the right and moved back to the **Associated Forms** list on the left.


ASCENDER
PARENT
PORTAL
ASCENDER GUIDES
ASCENDER.
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover