



ASCENDER GUIDES



**admin\_forms\_group\_enrollment\_body**



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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.

**NOTE:** Only static and dynamic forms are available for New Student Enrollment. Custom forms are not available for New Student Enrollment. Any selected static forms will be available to parents on Step 5 of the New Student Enrollment process; the parent can view, print, complete, and hand deliver these forms to the campus.

## New Student Enrollment

The screenshot displays the 'New Student Enrollment' configuration page. On the left, under 'Available Forms', there is a list of static forms. The 'Standard Forms' section is highlighted in blue. Below it, the 'Ethnicity and Race Data Questionnaire' is listed. The 'Falsification of Documents & Identity Verification' form is highlighted with a search icon and a plus icon. Other forms listed include 'FERPA and Directory Information Notice', 'History of School Attendance - Secondary', 'Migrant Education Program - Family Survey', 'Military Connected Student Data', 'Statement of Special Education Services', 'Student Directory Information Release', 'Student Health Information Sheet', 'Student Media Release', and 'Student Residency Questionnaire'.

On the right, the 'Selected Forms' section contains a table with the following data:

Action	Form Name	Order	No Signature	Visible	Required
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🔍"/> <input type="button" value="✖"/>	Home Language Survey FORM (TEA)	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🔍"/> <input type="button" value="✖"/>	Food Allergy Disclosure	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A 'Save' button is located at the bottom right of the 'Selected Forms' table.

☐ 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:

<b>Order</b>	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.
<b>No Signature</b>	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> For standard forms, the field is disabled; it is cleared by default and cannot be selected.</p>
<b>Visible</b>	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.
<b>Required</b>	<p>Select to indicate to the parent that the form is required.</p> <p><b>NOTE:</b></p> <p>For standard forms, the field is selected by default and cannot be cleared.</p> <p>For static forms, the field is cleared by default and cannot be selected.</p>

☐ 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.

☐ Click **Save**.

☐ 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.



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