



ASCENDER GUIDES





**online\_registration\_body**





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Instructions are displayed in the top-right corner. Click  to hide the instructions. Click  to re-display the instructions.

Initially no forms are listed on the right side of the page.

|                                      |   |
|--------------------------------------|---|
| <p><b>Available Forms (left)</b></p> | <p>The list includes all existing district-level forms (created on the <a href="#">Form Management</a> page), organized by form type, and excluding campus-level forms and forms that are specifically for Student Enrollment.</p> <p>To add a form to the Online Registration template, hover over the form name and click the arrow button.</p> <p>The form moves to the right.</p>   |
| <p><b>Selected Forms (right)</b></p> | <p>The selected forms are listed on the right in the order in which they were added. Instructions for each form are displayed as entered on the <a href="#">Form Editor</a> page and cannot be updated here.</p> <p> - Use the hand icon to drag and drop forms into the order in which you want them displayed to parents.</p> <p> - Click to remove the form from the list. The form moves back to the <b>Available Forms</b> list (left).</p> <p>By default, the <b>Registration</b> and <b>Contact</b> forms are included, which contain all possible fields a parent may need to review annually.</p> <p><b>TIP:</b> It is recommended that districts create a customized registration form (using the <a href="#">Form Management</a> page) for Online Registration that include only the fields that districts want parents to review annually.</p> <p>Also, the <i>Home Language Survey</i> standard form, which is required for new student enrollment, is only required once when the student enrolls in the district. This form is not listed for Online Registration.</p> |

Changes to the template are saved automatically; there is no **Save** button.



## Back Cover