



**parentportal\_district\_set\_up\_enable\_forms\_checklist**



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**ASCENDER ParentPortal - District: Set Up & Enable Forms Quick Checklist**

| ✓ Step   | Completion Date | Completed By | Notes |
|--|-----------------|--------------|-------|
| Set up ParentPortal (District, Campus, and Alert Settings).        |                 |              |       |
| Review and complete the Overview & Before You Begin list.          |                 |              |       |
| <b>Create Forms</b>  |                 |              |       |
| Upload documents for static forms (English and Spanish).           |                 |              |       |
| Edit all student data fields that will be used in dynamic forms.   |                 |              |       |
| Create static forms from uploaded documents (English and Spanish). |                 |              |       |
| Create/edit dynamic forms using data fields.                       |                 |              |       |
| Create custom forms as needed.                                     |                 |              |       |
| Edit settings for 'New Student' forms as needed.                   |                 |              |       |
| <b>Add Forms to Groups</b>   |                 |              |       |
| Add forms to the New Student Enrollment group.                     |                 |              |       |
| Add forms to the Returning Student Registration group.             |                 |              |       |
| Add forms to the Student Data Maintenance group.                   |                 |              |       |
| Add forms to the Public Documents group.                           |                 |              |       |
| <b>Enable Forms for Parents</b>                                    |                 |              |       |
| Enable New Student Enrollment.                                     |                 |              |       |
| Enable Returning Student Registration and specify date range.      |                 |              |       |
| Enable Student Data Maintenance.                                   |                 |              |       |



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