

 $registration_approve_registration_monitor_forms_monitor$

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Registration > Maintenance > Student Enrollment > Forms

The Forms tab allows you to view the status of a student's forms and maintain submission dates for hand-delivered forms.

Form information is displayed differently on this tab depending on the form type.

Some forms may only require the parent to acknowledge that he has reviewed the form. Other forms require the parent to input data. Some data input by parents must be approved by campus staff in order for the change to be made to the student's record. These settings are established in ParentPortal Admin on the Forms Management pages.

- If a parent acknowledges the form via ParentPortal, you can view the form data and submission date.
- If a parent submits a form change via ParentPortal, you can view the form data and status.
- If a parent submits a hard copy of a form to the campus staff, you can manually record the date on which the form was delivered.

The Forms tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

All current and next year forms are listed.

- Unsubmitted forms are listed first, according to the selected school year.
- External forms are not listed.
- The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending \boxtimes or descending \boxtimes order.

Filters						
You can filter the listed forms	5:					
form changes (currer For example, if it is considered to 2020-2021 school year, and/or so Move to Grade Report	ch Yr Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year). For example, if it is currently the 2019-2020 school year, and registration is open for the 2020-2021 school year, select 2020 to see student form changes submitted for the current school year, and/or select 2021 to see form changes submitted from online registration. Move to Grade Reporting (MTGR) affects the school years displayed. After MTGR is run, the previous school year drops off, and the next school year is added.					
	Forms Select which forms you want to view for the selected school year(s).					
☐ Click Filter .						
Form Name	The name of each form is displayed.					
Submit Date	For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ASCENDER ParentPortal is displayed. If the parent brings a paper copy of the form to the campus, type the date on which the parent delivered the form in the MMDDYYYY format, or click select the date from a calendar, and click Save.					
	The date is saved in the Submit Date field.					
	IMPORTANT: You cannot enter a date unless you have filtered for one school year. If the Sch Yr field has both school years selected, or if no school year is selected, the field is disabled.					
Submitter ID	For forms submitted online, the full name of the parent who most recently submitted the change or acknowledged the form via ParentPortal is displayed, according to the ID used to log on to ParentPortal. If the parent delivered a paper copy of the form to the campus, the full name of the campus administrator who entered the Submit Date date is displayed, according to the ID used to log on to					
Approval Date	ASCENDER. For forms submitted online, the date on which the campus administrator most recently approved/rejected the change to the form data via the Pending Updates page is displayed. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.					
Approver ID	For forms submitted online, the full name of the campus administrator who most recently approved/rejected the change via the Pending Updates page is displayed, according to the ID used to log on to ASCENDER. 'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.					
Required Form	Y or N is displayed to indicate if the form is required in either New Student Enrollment or Online Registration. N is only displayed if the form is not required in any group; otherwise, Y is displayed.					

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NOTE: For any form delivered to the campus by the parent, you cannot view the form; the spyglass icon is not available.

DYNAMIC FORMS

If the parent submitted a change to any editable field in a dynamic form via ASCENDER ParentPortal, the each field change must be approved/rejected individually on Maintenance > Online Registration > Pending Updates.

If multiple changes have been submitted, the fields display data for the most recent change submitted.

Click \bigcirc to view details of the requested change(s). A dynamic form is displayed as a table of fields and values. Only fields that have new or updated values are listed.

Request Type: **New Record** is displayed if no data currently exists.

Update is displayed if the parent requested to change the existing data.

Delete is displayed if the parent requested to remove the existing data.

Field	The field indicates which data is being updated.			
New Value	The new value entered by the parent in ASCENDER ParentPortal is displayed.			
Status	Accepted is displayed (in green) if the campus administrator accepted the change.			
	Rejected is displayed (in red) if the campus administrator rejected the change.			
	Pending is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.			
☐ Click Print to print the form.				
□ Click OK to close the form				

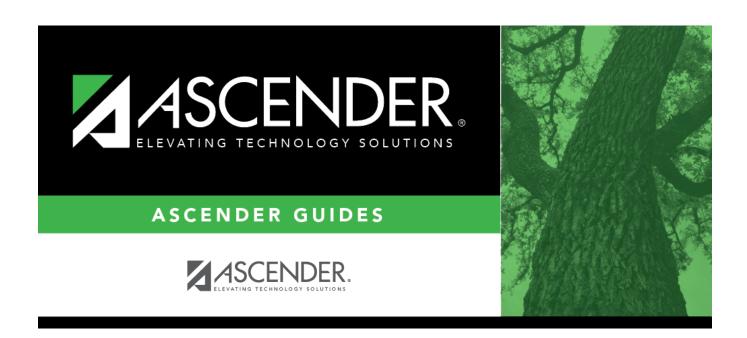
STANDARD

Click \bigcirc to view a standard form. The standard form resembles the hard copy form and contains the data entered by the parent if applicable. The form submission date and parent name are also displayed on the form.

NOTE: For record status 5 students (*not currently enrolled in this district, will attend next year*), the submitted forms are displayed in the current year only. After Annual Student Data Rollover (ADSR) is run, the next year forms will be listed as the student's current year forms.

Spanish Version	Click to view the Spanish version of the form if it is available.			
English Version	lick to return to the English version of the form.			
☐ Click Print to print the English or Spanish version of the form.				
☐ Click OK to close the form.				

☐ Click **Save** if you entered or changed a date.



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