



ASCENDER GUIDES



DYNAMIC FORMS

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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 Form 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 the **Demo1** tab before proceeding to this tab.

Save School Year: 2020-2021

STUDENT: 504251 : AGUILAR, KAYLEIGH NORA TEXAS UNIQUE STU ID: 7181977627 Retrieve

Comments Bus Info Documents

DEMO1 DEMO2 DEMO3 AT RISK CONTACT W/R ENROLL SPEC ED G/T BIL/ESL TITLE I PRS GENERIC PK ENROLL **FORMS**

Sch Yr Forms Filter

2021 2022 All Required Non Required

Details	Sch Yr	Form Name	Submit Date	Submitter ID	Approval Date	Approver ID	Required Form
		Ethnicity and Race Data Questionnaire			N/A	N/A	N
		FERPA and Directory Information Notice			N/A	N/A	Y
		Food Allergy Disclosure			N/A	N/A	Y
		History of School Attendance - Secondary			N/A	N/A	Y
		Migrant Education Program - Family Survey			N/A	N/A	Y
		Military Connected Student Data			N/A	N/A	Y
		Student Directory Information Release			N/A	N/A	Y
		Student Health Information Sheet			N/A	N/A	Y
		Student Media Release			N/A	N/A	Y
		Student Residency Questionnaire			N/A	N/A	Y


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](#).

filters	
You can filter the listed forms:	
Sch Yr	<p>Indicate if you want to view online registration forms (upcoming school year) or student data form changes (current school year).</p> <p>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.</p> <p>Annual Student Data Rollover (ASDR) affects the school years displayed. After ASDR is run, the previous school year drops off, and the next school year is added.</p>
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	<p>For forms submitted online, the most recent date on which the parent submitted or acknowledged the form via ParentPortal is displayed.</p> <p>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  to select the date from a calendar, and click Save.</p> <p>The date is saved in the Submit Date field.</p> <p>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.</p>
Submitter ID	<p>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.</p> <p>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 ASCENDER.</p>
Approval Date	<p>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.</p> <p>'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.</p>
Approver ID	<p>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.</p> <p>'N/A' is displayed for standard forms, any form delivered to the campus by the parent, or any form submitted during New Student Enrollment.</p>

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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Click  to view the form details.

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

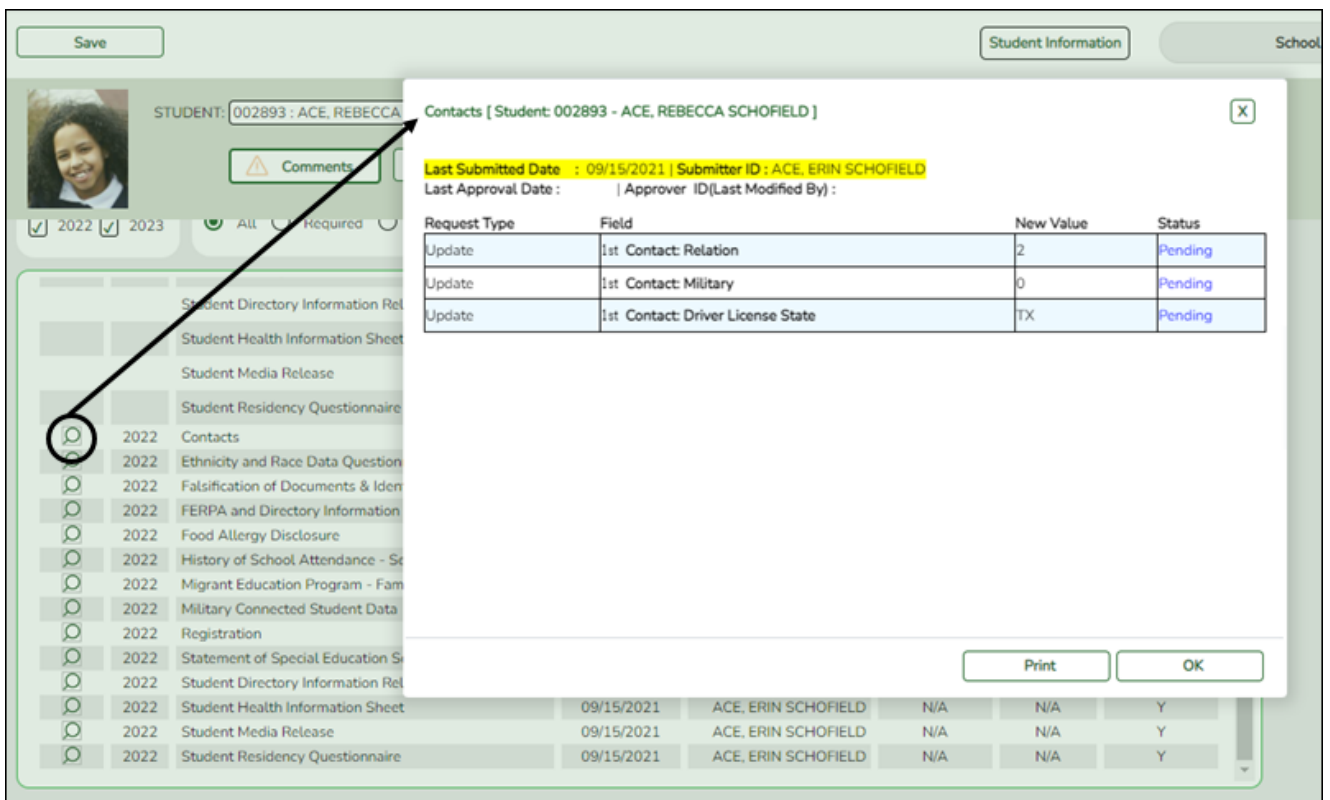
DYNAMIC FORMS

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

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

Click  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.



The screenshot shows a user interface for a dynamic form. On the left, there is a list of forms for the year 2022, including 'Contacts', 'Ethnicity and Race Data Questionnaire', 'Falsification of Documents & Identification', 'FERPA and Directory Information', 'Food Allergy Disclosure', 'History of School Attendance - Secondary', 'Migrant Education Program - Family', 'Military Connected Student Data', 'Registration', 'Statement of Special Education Services', 'Student Directory Information Release', 'Student Health Information Sheet', 'Student Media Release', and 'Student Residency Questionnaire'. A spyglass icon is visible next to the 'Contacts' form.

The main area displays the 'Contacts' form details for Student: 002893 - ACE, REBECCA SCHOFIELD. It shows the last submitted date as 09/15/2021 and the submitter as ACE, ERIN SCHOFIELD. Below this is a table of pending updates:

Request Type	Field	New Value	Status
Update	1st Contact: Relation	2	Pending
Update	1st Contact: Military	0	Pending
Update	1st Contact: Driver License State	TX	Pending


At the bottom of the detailed view, there are 'Print' and 'OK' buttons. The background shows a partial view of a table with columns for Date, Submitter, and Status.

Request Type	<p>New Record is displayed if no data currently exists.</p> <p>Update is displayed if the parent requested to change the existing data.</p> <p>Delete is displayed if the parent requested to remove the existing data.</p>
Field	The field indicates which data is being updated.
New Value	The new value entered by the parent in ParentPortal is displayed.
Status	<p>Accepted is displayed (in green) if the campus administrator accepted the change.</p> <p>Rejected is displayed (in red) if the campus administrator rejected the change.</p> <p>Pending is displayed (in blue) if a campus administrator has not yet accepted or rejected the change.</p>

Click **Print** to print the form.

Click **OK** to close the form.

STANDARD FORMS

Click  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.

Spanish Version	Click to view the Spanish version of the form if it is available.
English Version	Click 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.



Back Cover