ASCENDER PARENT PORTAL

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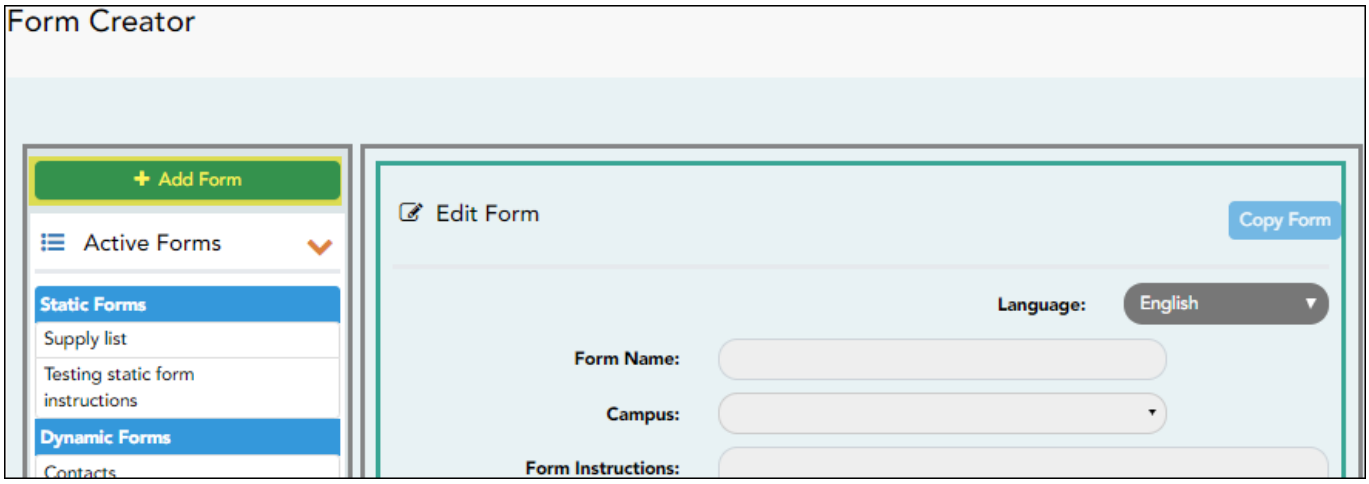
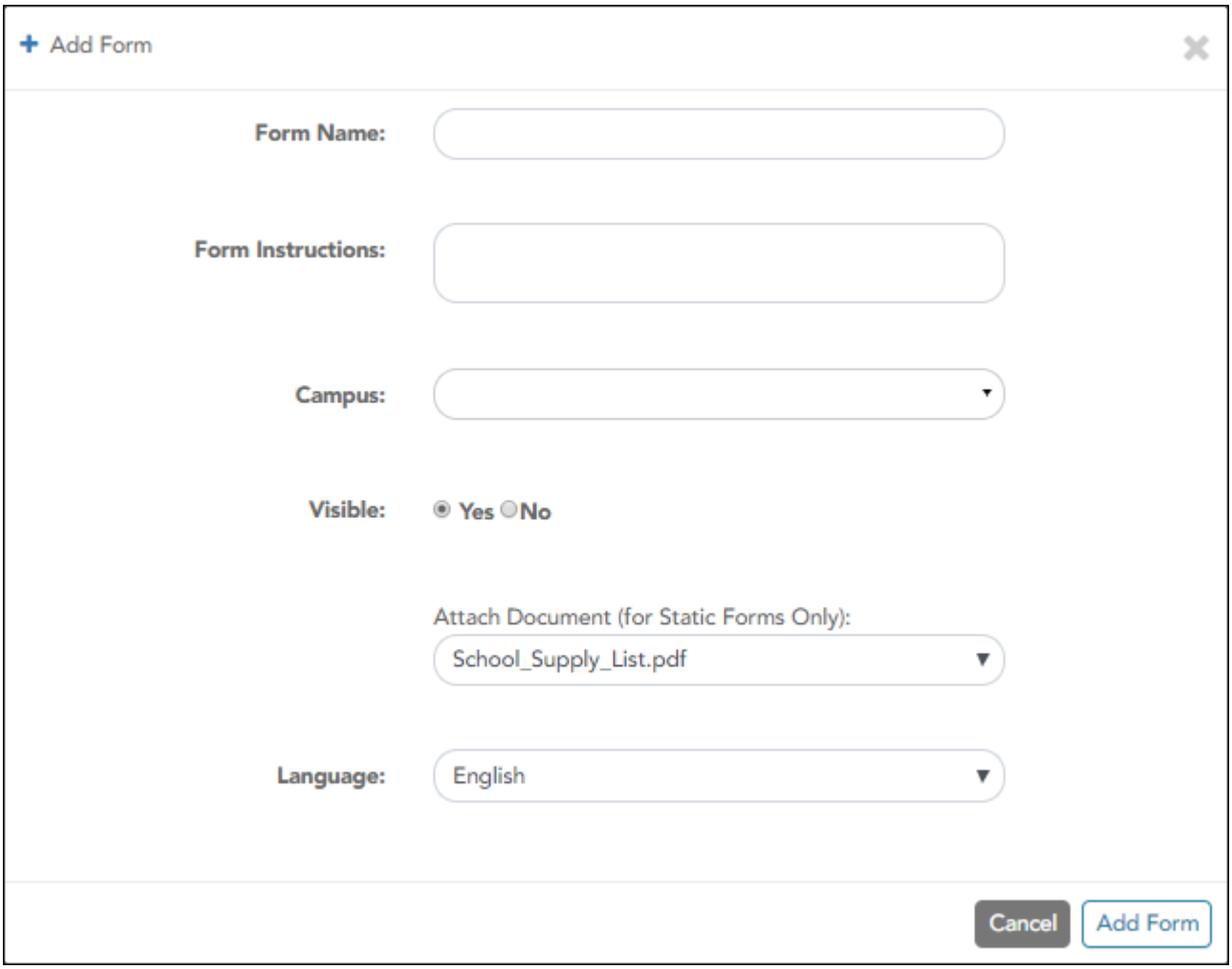
If you uploaded any documents on Document Upload, you must create a form with each document in order to make it accessible to parents. If you have English and Spanish versions of documents, you must upload each document individually.



❑ Click **Add Form**.

A pop-up window opens.



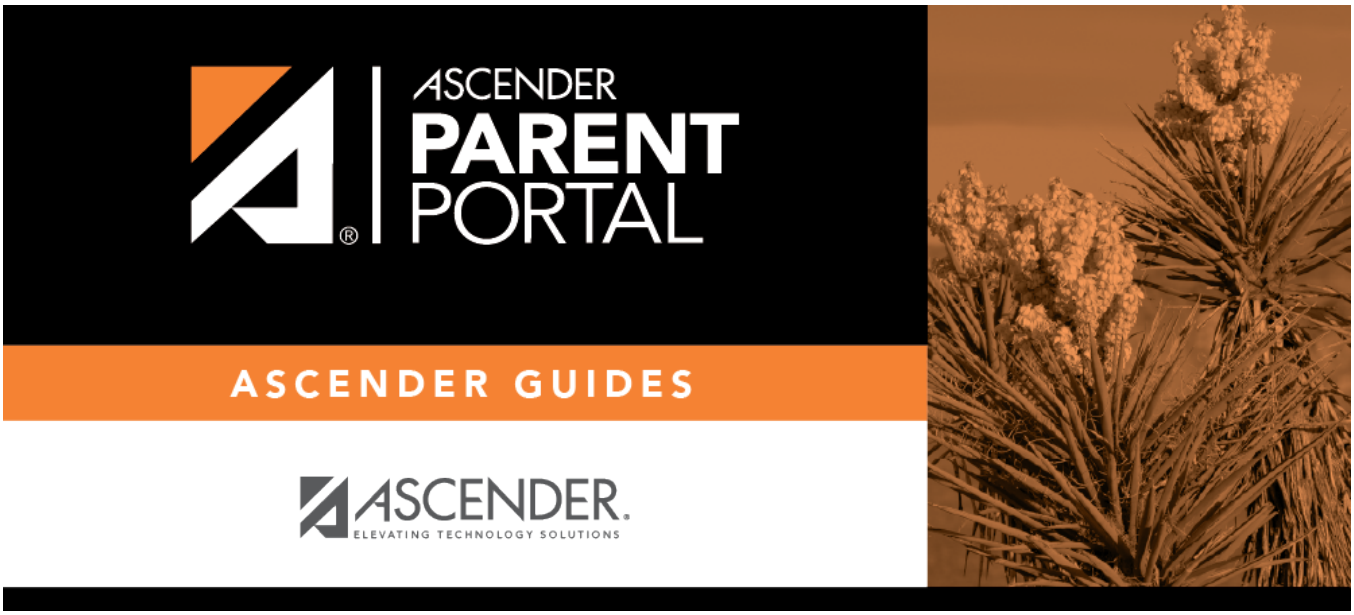
Form Name	Type a name for the form. For a Spanish form, provide the name in Spanish.
Form Instructions	Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
Campus	Select a campus in order to assign the form to a specific campus. Or, select *All Campuses* if the form is used for all campuses in the district. If you select *All Campuses*, each campus is listed, and you can remove individual campuses if needed. **NOTE:** If you select *All Campus* by mistake, click *Cancel All* to clear all campuses at once.
Visible	Select **Yes** if you want the form to visible to parents in ParentPortal.
Attach Document	Select the form from the list in the drop-down field. For a Spanish form, be sure to select the Spanish version of the form.

Language	Select the language of the form.

❑ Click **Add Form**.

The form is added to the **Active Forms** list on the left side of the page, under **Static Forms**.

❑ Repeat for all remaining static documents, including Spanish documents.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