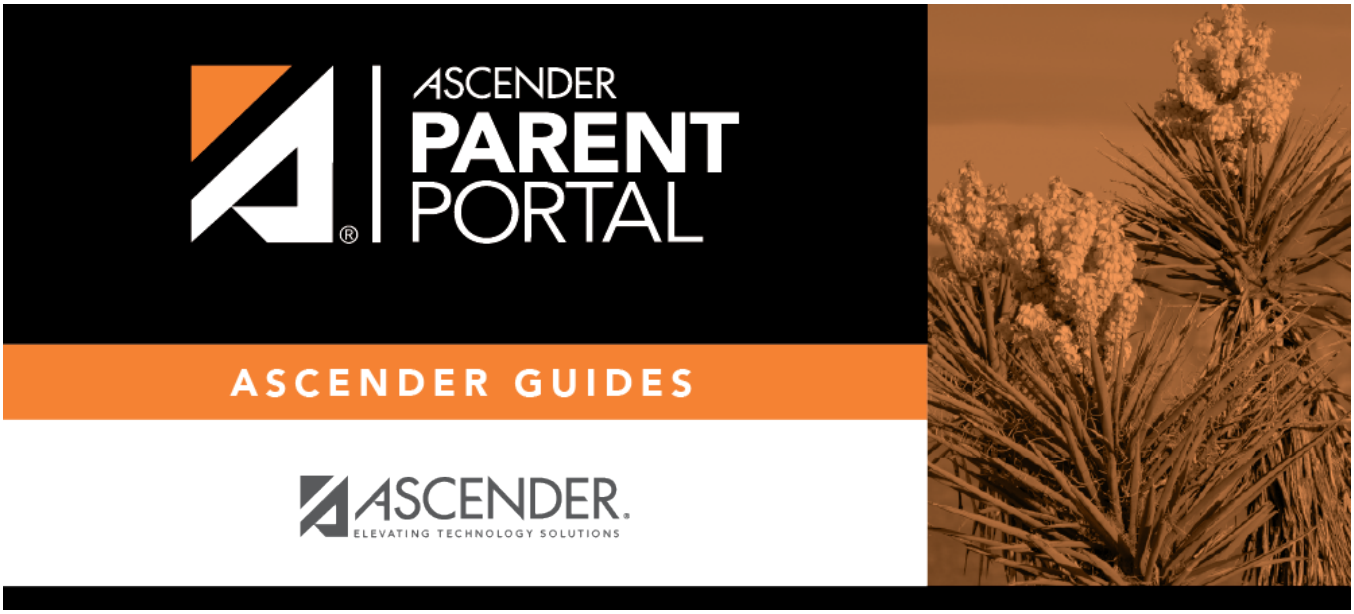



# Admin - Form Usage - Form Completion Data

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# Admin - Form Usage - Form Completion Data

***ASCENDER ParentPortal Admin > Form Management > Form Usage > Form Completion Data***

This page is only available to users who log on to ASCENDER ParentPortal with a district- or campus-level security administrator user name.

This section allows you to view data from the Form Acceptance tables. These tables store data that is collected when a parent makes changes online to his student's registration information or accepts the data that is currently stored in the registration tables. You can retrieve and delete data for a specific form for the entire campus or district, as well as by parent.

If you are viewing data at the district or campus level, you can export the report to a spreadsheet.

Note that different options are available depending on your log on access.

| | |
|---|---|
| **Select a form** | Select the form for which you want to view acceptance data. Once you select a form, the View at what level field appears. |
| **Select a level** | |

## Export data:

There are two **Export** buttons: left and right.

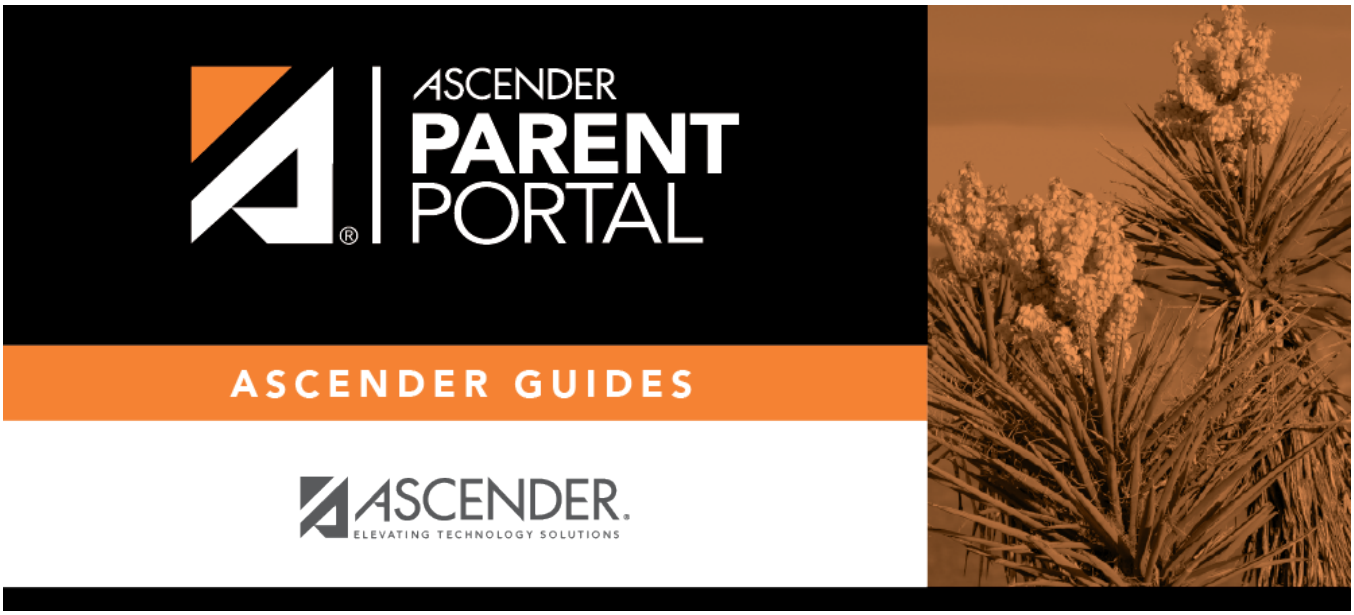
- If you are viewing data at the district level, a district-wide report is generated.
- If you are viewing data at the campus level, a campus-wide report is generated.

❑ Click the left **Export** button to export a list of students who have records indicating that the data has been accepted (with or without changes).

The report includes the following data: campus, grade level, student name, and contact information for the parent/guardian who accepted the form data.

❑ Click the right **Export** button to export a list of students who do not have records indicating that the data has been accepted.

The report includes the following data: campus, grade level, student name, and the contact information for parent 1.


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