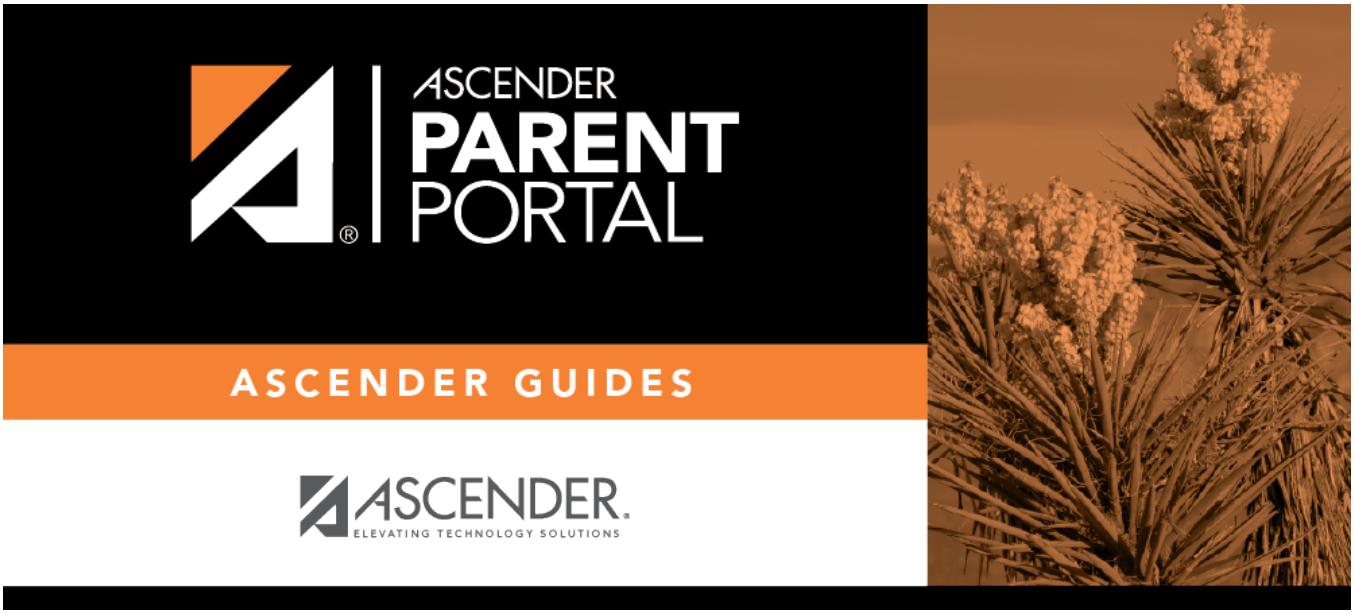


Admin - Form Usage - Form Completion Data

Table of Contents

Admin - Form Usage - Form Completion Data 1

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 **Select a level** field appears.
Select a level	

Select the view:

• District - View all records for the selected form for all students in the district.

• Campus - View all records for the selected form for all students at a particular campus. The **campus** drop-down field appears allowing you to select the campus.

• Parent/Guardian - View or delete all records for the selected form for one specific parent/guardian. Additional fields are displayed to allow you to locate the parent.

• A grid is displayed which lists all parents who currently have acceptance records for the selected form, and the number of records.

• You can select a parent by clicking **Select** in the grid, or click **Select all** to select all parents in the grid.

• If the grid is too long, you can search for a specific parent by user name or by email address.

1. Type a user name or email address.
2. Click **Search**. If a matching parent is found who has acceptance records for the selected form, the parent is displayed.
3. Click **Select** to select the parent.

• To clear the records according to the specified criteria:

1. Click **Delete**. A message is displayed prompting you to confirm that you want to delete the records.
2. Click **OK**. A message indicates the number of records deleted.

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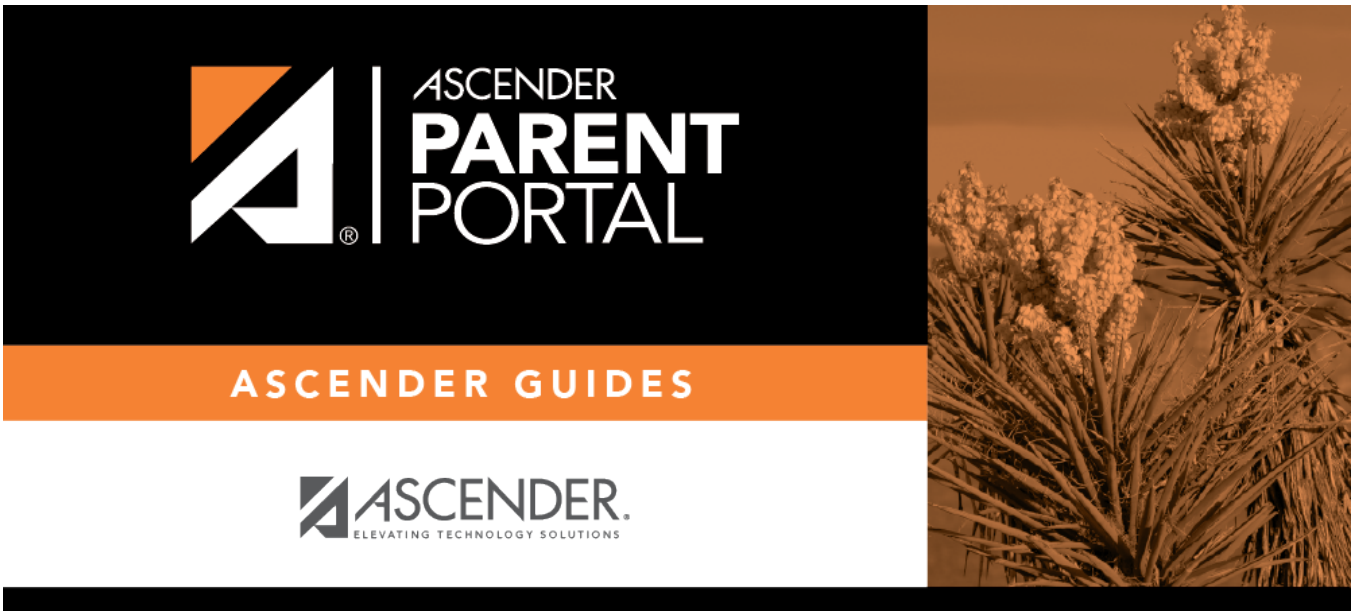
Total Students Matching Criteria	The total number of students at the selected campus or district who have submitted the selected form is displayed. The data details can be exported.

Export data:

Students With Completed Forms	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.
Students With Incomplete Forms	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.

- 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 right **Export** button to


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Back Cover