



ASCENDER GUIDES



## **Admin - Custom Forms - Create Custom Form**



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# Table of Contents

<b>Admin - Custom Forms - Create New Form .....</b>	<b>1</b>
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# Admin - Custom Forms - Create New Form

**ASCENDER ParentPortal Admin > Forms Management > Custom Forms > Create New Form**

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

This page allows administrative users to create customized forms that can be used during Student Enrollment and Online Registration.

## Step 1

### Form Properties:

☐ Add the form.

<b>Form Name</b>	Type a name for the form. For a Spanish form, provide the name in Spanish.
<b>Form Instructions</b>	Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
<b>Campus</b>	Select a campus in order to assign the form to a specific campus. Or, select <i>All Campus</i> if the form is used for all campuses in the district.  If you select <i>All Campus</i> , each campus is listed, and you can remove individual campuses if needed. <b>NOTE:</b> If you select <i>All Campus</i> by mistake, click <i>Clear all</i> to clear all campuses at once.

☐ Click **Next**.

## Step 2

### Add Questions:



## Back Cover