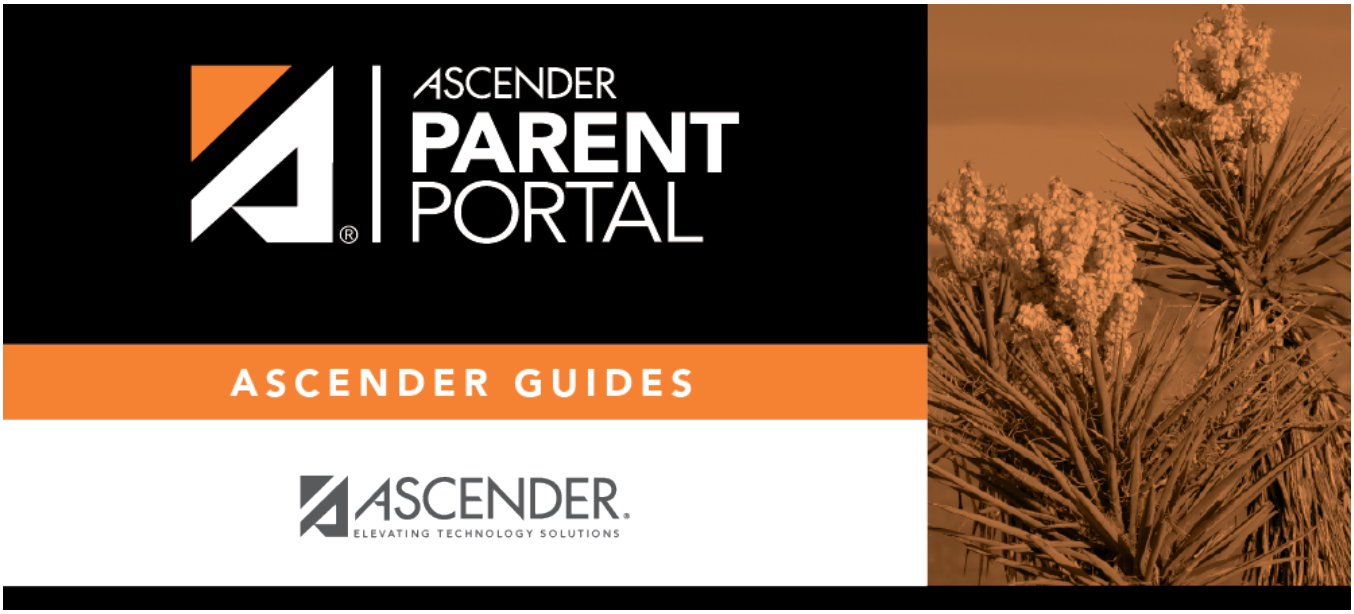

Admin - Custom Forms - Create Custom Form

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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.**

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 Campus* if the form is used for all campuses in the district. If you select *All Campus*, each campus is listed, and you can remove individual campuses if needed. **NOTE:** If you select *All Campus* by mistake, click *Clear all* to clear all campuses at once.

❑ Click **Next**.

Step 2

Add Questions:

You can add a variety of elements to your form.

The following two options allow you to provide headings and instructions on the form.

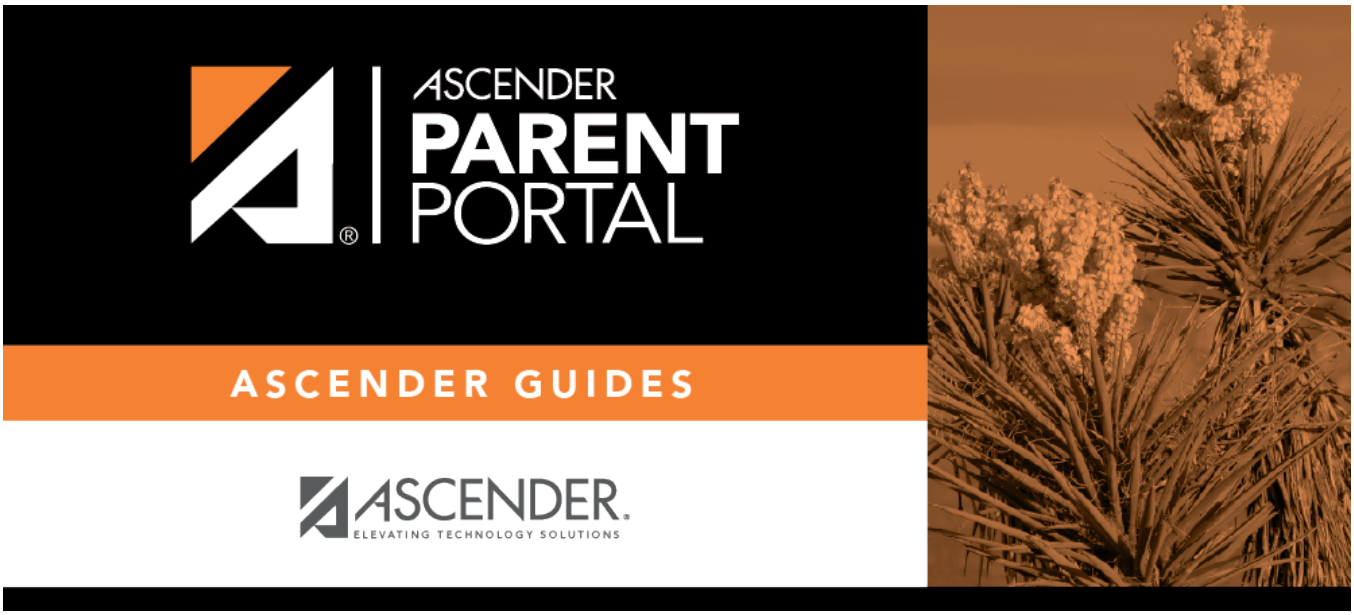
Header	Select to provide…
Paragraph	Select to provide one or more sentences in the form, such as instructions.

The following field types refer to the answer you are soliciting from the parent. Each type of field has a specific set of properties that must be entered.

Date Field	The parent will be asked to enter a date in the MM/DD/YYYY format.
Number	The parent will be asked to enter a number, such as a phone number, street number, or quantity.
Radio Group	The parent will be asked to select one of several options (multiple choice, one answer).
Select	The parent will be asked to select an option from a drop-down list (can allow one or multiple selections).
Text Field	The parent will be asked to respond with a few words or less.
Text Area	The parent will be asked to respond and will have up to xxx characters …

All field types have allow the following properties to be set:

- **Required** - Select if parents are required to answer this question.
- **Label** - Type the question/field name as you want it to appear in ParentPortal.
- **Help Text** - Type further instructions for the question if needed. This will be displayed when a parent hovers over a question mark icon next to the field.
- **Placeholder** - Type any text that you want to appear in the text, such as an example of an answer. For example, in an email field, you may type name@email.com. The parent's answer will overwrite any placeholder text.
- **Name** - Type the name of the field that will appear in the response. Parents will not see this name; it is for internal use only.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