



ASCENDER GUIDES





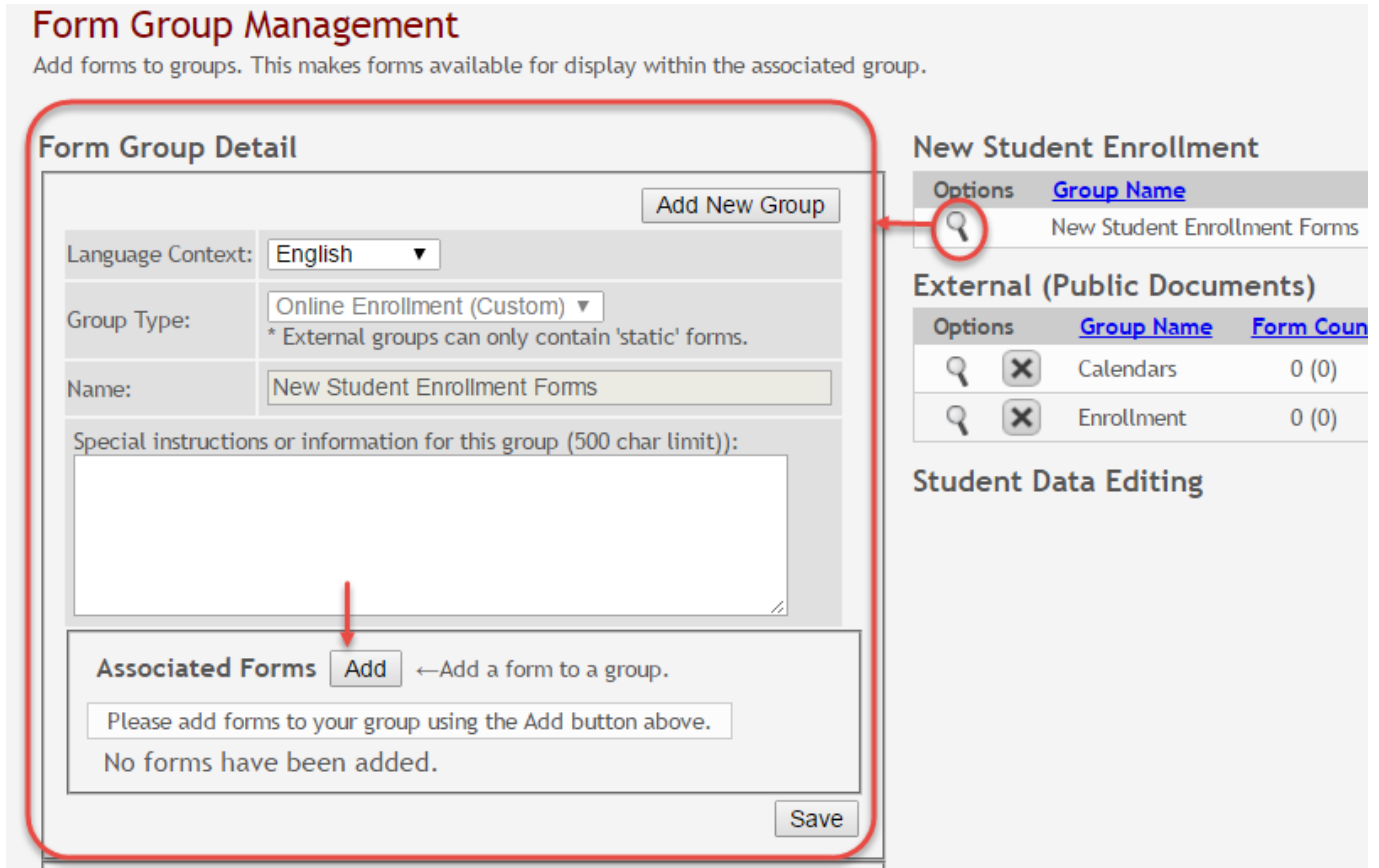
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For groups that are included by default, you can only modify **Language Context** and **Special instructions** and add forms to the group. You cannot change the name of a default group.

- External groups only allow you to add static forms.
- The *New Student Enrollment Forms* group allows you to add static and standard forms.

Click the spyglass icon  to edit a group.



**Form Group Management**  
Add forms to groups. This makes forms available for display within the associated group.

**Form Group Detail**

Add New Group

Language Context: English ▼

Group Type: Online Enrollment (Custom) ▼  
\* External groups can only contain 'static' forms.

Name: New Student Enrollment Forms


Special instructions or information for this group (500 char limit):

**Associated Forms** Add ←Add a form to a group.



Please add forms to your group using the Add button above.  
No forms have been added.

Save

**New Student Enrollment**

Options	Group Name	
	New Student Enrollment Forms	

**External (Public Documents)**

Options	Group Name	Form Coun
	Calendars	0 (0)
	Enrollment	0 (0)

**Student Data Editing**

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

Form Group Detail (left)
Language Context
Special instructions or information for this form grouping

Next to **Associated Forms**, click **Add** to add a form to a group. A grid is displayed allowing you to associate forms with the group.

**Associated Forms** **Add** ←Add a form to a group.

Del.	Form Name	Order	No Signature	Visible	Required
<input type="checkbox"/>	Ethnicity and Race Data Questionnaire	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Falsification of Documents & Identity Verification		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	FERPA and Directory Information Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Food Allergy Disclosure		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	History of School Attendance - Secondary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Home Language Survey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Migrant Education Program - Family Survey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Military Connected Student Data		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<b>MISD - Handbook Acknowledgement Form</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MISD - UIL Calendar		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mockingbird ISD Dress Code- FAQ		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Statement of Special Education Services		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Student Directory Information Release		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Student Media Release		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save**

Hints:

- \* Click 'Add'
- \* You cannot add forms for display in to either supplement
- \* The Enrollment p
- \* Enrollment p
- \* New Student
- \* You cannot add forms to this group contains forms
- \* used for new
- \* To create

**NOTE:** The *Home Language Survey* standard form can only be added to the New Student Enrollment Forms group; it cannot be added to any other group.

Any archived forms in the group are highlighted in orange.

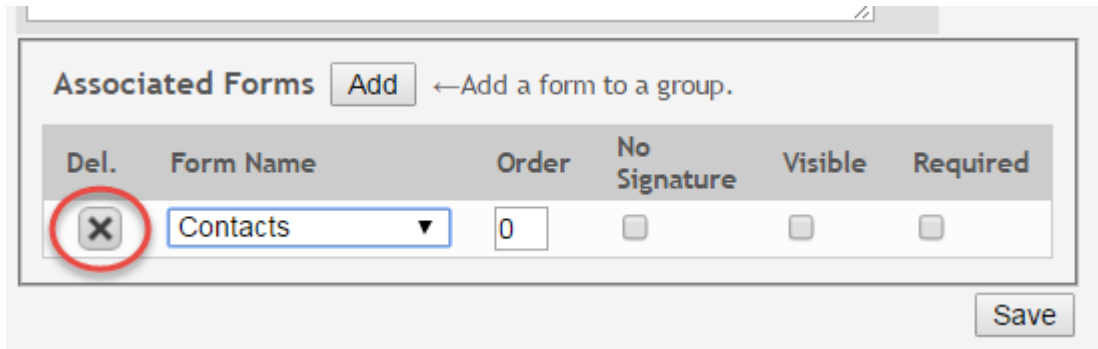
**NOTE:** Standard forms generally do not need to be added to the Student Data Editing group.

<b>Form Name</b>	
<b>Order</b>	
<b>No Signature</b>	
<b>Visible</b>	
<b>Required</b>	


Click **Add** again to add another form.

The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click  under **Associated Forms**.



**Associated Forms**  ←Add a form to a group.

Del.	Form Name	Order	No Signature	Visible	Required
	Contacts	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

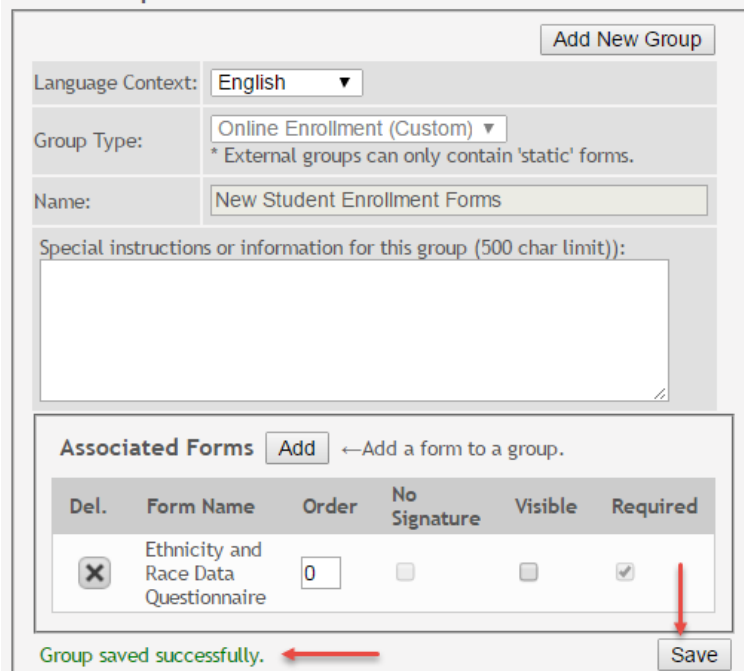
The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The **Form Count** is updated to include the new form(s).

## Form Group Management

Add forms to groups. This makes forms available for display within the associated group.

### Form Group Detail




Language Context:

Group Type:    
 \* External groups can only contain 'static' forms.

Name:


Special instructions or information for this group (500 char limit):

**Associated Forms**  ←Add a form to a group.





Del.	Form Name	Order	No Signature	Visible	Required
	Ethnicity and Race Data Questionnaire	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Group saved successfully.

### New Student Enrollment

Options	Group Name	Form Count
	New Student Enrollment Forms	1 (0)

### External (Public Documents)

Options	Group Name	Form Count
 	Calendars	0 (0)
 	Enrollment	0 (0)

### Student Data Editing



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