



ASCENDER GUIDES



## **Admin - Form Group Management - Returning Student Registration**



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# Admin - Form Group Management - Online Registration Creator

**ASCENDER ParentPortal Admin > Form Group Management > Online Registration Creator**

This page is only available to users who log on to ASCENDER ParentPortal with a district-level administrator account.

This page allows district-level users to create a set of forms for annual registration of returning students.

**NOTE:** Returning Student Registration refers to forms required annually for returning students, which is not the same as New Student Enrollment.

When Returning Student Registration is enabled at the district, these forms will be displayed to parents when they are logged on to ParentPortal, and parents will have notifications indicating their progress in the registration process.

[Download Standard Forms:](#)

## Returning Student Registration

### Available Forms

Static Forms

Standard Forms

Ethnicity and Race Data Questionnaire

Falsification of Documents & Identity Verification

FERPA and Directory Information Notice

Food Allergy Disclosure

History of School Attendance - Secondary

Migrant Education Program - Family Survey

Military Connected Student Data

Statement of Special Education Services

Student Directory Information Release

Student Health Information Sheet

Dynamic Forms

Contacts

Custom Forms

PTA Survey

### Selected Forms

Action	Name	Instructions	Type
<div>↑</div> <div>↓</div> <div>🔍</div> <div>✖</div>	Registration		Dynamic
<div>↑</div> <div>↓</div> <div>🔍</div> <div>✖</div>	Student Residency Questionnaire	The information on this form is required to address the McKinney-Vento Act 42 U.S.C. 11434a(2). The answers to this residency information help determine the services the student may be eligible to receive. Presenting a false record or falsifying records is an offense under Section 37.10, Penal code, and enrollment of the child under false documents subjects the person to liability for tuition or other costs. TEC Sec. 25.002(3)(d).	Standard
<div>↑</div> <div>↓</div> <div>🔍</div> <div>✖</div>	Student Media Release	Read the form carefully and complete the form with the best possible information.	Standard

☐ In the **Available Forms** (left) list:



- Hover over the form and click to [preview the form](#). The form opens in a separate browser window.



- Hover over the form and click to add the form to the Online Registration group.

☐ The form is added to the **Selected Forms** (right) list:

**IMPORTANT:** Once a form is added to the group, it is live. There is no Save button.

<b>Instructions</b>	The instructions are displayed, as entered in <b>Form Instructions</b> on Form Management > Form Creator.
<b>Type</b>	The form type is displayed.

☐ You can modify the order in which the forms are displayed in ParentPortal:



- Click to move the form up the list.



- Click to move the form down the list.

☐ Under **Selected Forms**:



- Click to [preview the form](#). The form opens in a separate browser window.



- Click to delete the form from the group.

You are prompted to confirm that you want to delete the form. Click **OK**.

The form is removed from the list on the right and moved back to the **Available Forms** list on the left.



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