ASCENDER PARENT PORTAL

ASCENDER GUIDES

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Admin - Form Group Management - Returning Student Registration

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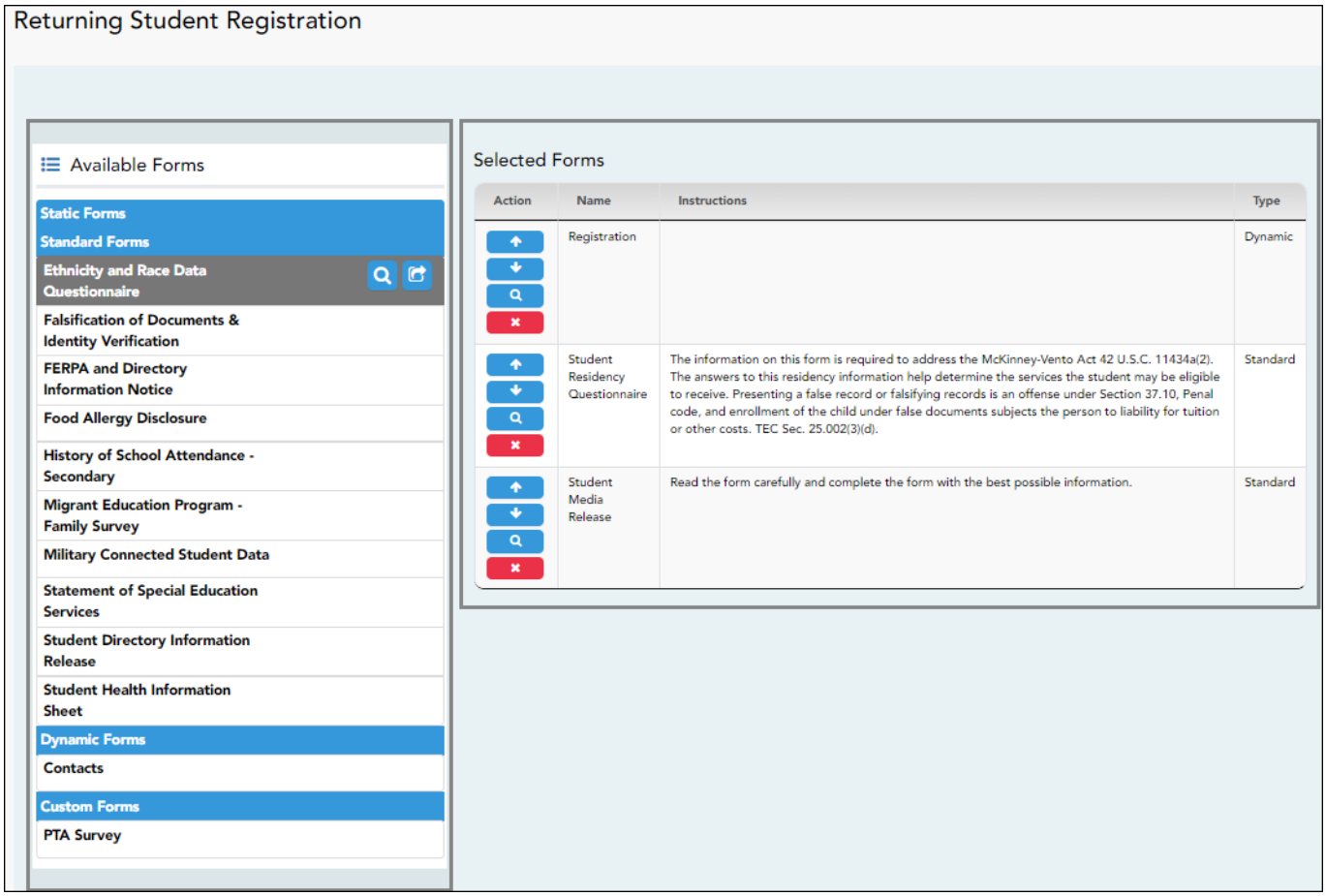
This page is only available to users who log on to ASCENDER ParentPortal with a district-level administrator account.

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:



❑ 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.

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

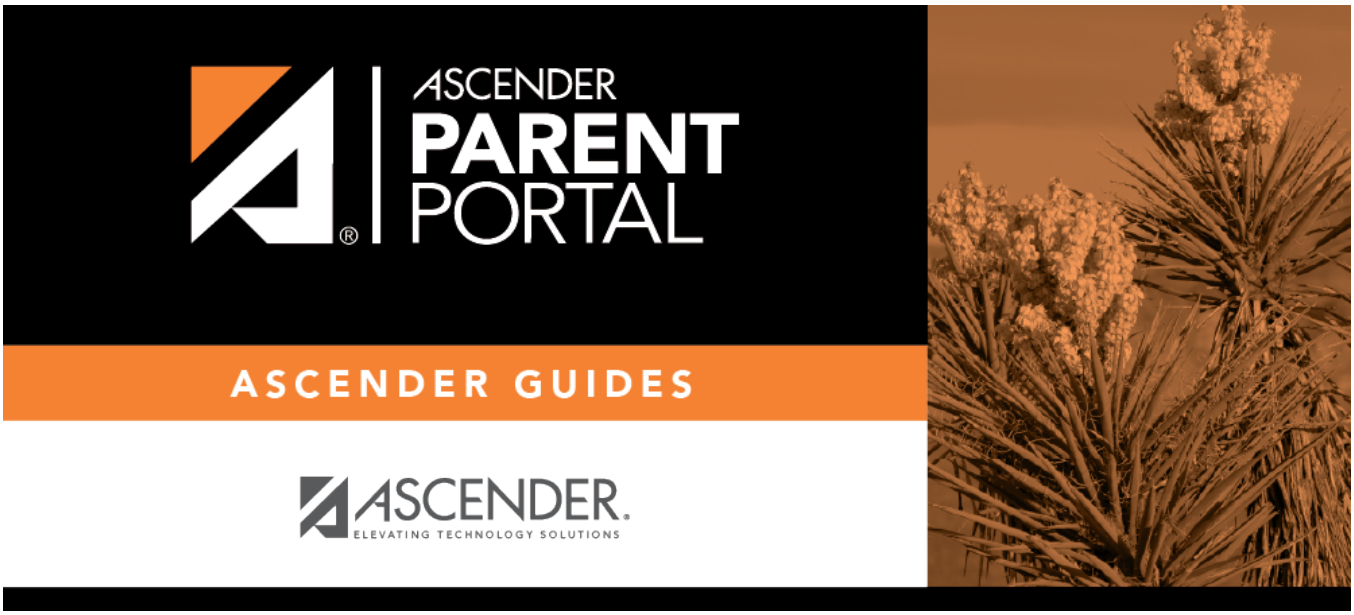
❑ You can modify the order in which the forms are displayed in ParentPortal:

 - 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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