

## ASCENDER ParentPortal - Quick Checklist

### District: Set Up & Enable Forms

Step	✓	Completion Date	Completed By	Notes
Set up ParentPortal (District, Campus, and Alert Settings).				
Review and complete the Overview & Before You Begin list.				
<b>Create Forms</b>				
Upload documents for static forms (English and Spanish).				
Edit all student data fields that will be used in dynamic forms.				
Create static forms from uploaded documents (English and Spanish).				
Create/edit dynamic forms using data fields.				
Create custom forms as needed.				
Edit settings for 'New Student' forms as needed.				
<b>Add Forms to Groups</b>				
Add forms to the New Student Enrollment group.				
Add forms to the Returning Student Registration group.				
Add forms to the Student Data Maintenance group.				
Add forms to the Public Documents group.				
<b>Enable Forms for Parents</b>				
Enable New Student Enrollment.				
Enable Returning Student Registration and specify date range.				
Enable Student Data Maintenance.				

