



## Custom Form - Tracking Returning Student Registration

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Region 16 ESC (IMS Department)  
5800 Bell Street  
Amarillo, Tx 79109

## ASCENDER ParentPortal Admin

This guide is for ASCENDER Parent Portal administrators and campus staff. The following steps will walk the ASCENDER Parent Portal Admin on how to create a custom form to track Returning Student Registration Completion. This is OPTIONAL.

### 1. Create a custom form:

ASCENDER Parent Portal Admin > Form Management > Custom Forms > Create Custom Form

Create Custom Form

Step One Step Two

Form Properties

Form Name: 2023-2024 Returning Student Registration Completion ✓

Form Descriptions/Instructions:

Campus: 001 - (001 001 School) X 002 - (002 002 School) X 041 - (041 041 School) X 101 - (101 101 School) X 102 - (102 102 School) X 103 - (103 103 School) X

Language: English and Spanish

Previous Next Cancel

**Form Name:** Name the form (include school year) as displayed above or with a name to help identify that this custom form is being used to track returning student registration.

**Form Descriptions/Instructions:** Type specific instructions for the form. For a Spanish form, provide the instructions in Spanish.

**Campus:** (*Required*) Select a campus in order to assign the form to a specific campus. Or, select *All Campuses* if the form is used for all campuses in the district.

**Note:** If you select *All Campuses* by mistake, click *Cancel All* to clear all campuses at once.

**Language:** Select the language of the form. If you need the form in both English and Spanish (now or in the future), select **English and Spanish**. This creates a duplicate of the English form that can later be translated into Spanish on Custom Forms > Edit Custom Forms.

**WARNING:** Once the language option is selected, it cannot be changed.

Click **Next**.

## 2. Question Format Types:

You can add a variety of elements to your form.

- Drag and drop (or double-click) the element from the right to the blank area in the middle.
- Drag and drop (or double-click) the elements to re-position them within the form.
- Click **Save** often as you create the custom form.
- Click **Preview Form** any time to see how the form will look to parents.

Drag and drop the **Header** from the right to the blank area in the middle of the page (under Add Question).

Type '2023-2024 Returning Student Registration Completion.'

Create Custom Form

Step One Step Two

Add Question

2023-2024 Returning Student Registration Completion

Label: 2023-2024 Returning Student Registration Completion

Size: Extra large

Close

H Header

Paragraph

Date Field

# Number Field

Radio button

Dropdown-Multiple Choice

Text Field

Text Area

Preview Form Clear

Previous Next Save Cancel

Drag and drop the **Paragraph** from the right to the blank area in the middle of the page (under the Header).

Type 'This is the final step before selecting the 'Finish and Submit to District' button below.'

Form Name: 2023-2024 Returning Student Registration Completion

Form Descriptions/Instructions:

Campus: 001 - (001 001 School) X 002 - (002 002 School) X 041 - (041 041 School) X 101 - (101 101 School) X 102 - (102 102 School) X 103 - (103 103 School) X

Archived: ☐

Add Question

2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

Description: This is the final step before selecting the 'Finish and Submit to District' button below.

Close

H Header

Paragraph

Date Field

# Number Field

Radio button

Dropdown-Multiple Choice

Text Field

Text Area

Preview Form Clear

Previous Next Save Cancel

Drag and drop another **Paragraph** from the right to the blank area in the middle of the page (under the previous Paragraph).

Type **'I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.'**

The screenshot shows the 'Add Question' interface for a form titled '2023-2024 Returning Student Registration Completion'. The main text area contains the paragraph: 'I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.' A red arrow points from the 'Paragraph' option in the right-hand widget menu to the text area. The widget menu includes options like Header, Paragraph, Date Field, Number Field, Radio button, Dropdown-Multiple Choice, Text Field, and Text Area. At the bottom right are buttons for 'Preview Form', 'Save', and 'Clear'.

Drag and drop a **Radio button** from the right to the blank area in the middle of the page (under the previous Paragraph).

Select the *Required* check box. By selecting the check box, parents will not be allowed to continue without answering this question.

Type **'All forms show complete.'** in the Label field. No forms should show Pending.

Type **'Yes'** and **'No'** as the responses in the left field. In the right field, type the option the way you want it to appear in the response.

**NOTE:** Make sure none of the radio buttons are selected.

The screenshot shows the 'Add Question' interface with a radio button question added. The 'Required' checkbox is checked. The 'Label' field contains 'All forms show complete'. The 'Options' section shows two radio buttons: 'Yes' and 'No'. A red arrow points from the 'Radio button' option in the right-hand widget menu to the question area. The widget menu is the same as in the previous screenshot. At the bottom right are buttons for 'Preview Form', 'Save', and 'Clear'.

Drag and drop a **Paragraph** from the right to the blank area in the middle of the page (under the Radio button).

Type **'After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.'**

Add Question

### 2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.

All forms show complete \*

☐ Yes

☐ No

After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

Description: After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

Close

Preview Form Save Clear

Widget Menu:

- H Header
- Paragraph
- Date Field
- Number Field
- Radio button
- Dropdown-Multiple Choice
- Text Field
- Text Area

Drag and drop another **Radio button** from the right to the blank area in the middle of the page (under the previous Paragraph).

Select the *Required* check box.

Type **'I will check.'** in the Label field.

Type **'Yes'** and **'No'** as the responses in the left field. In the right field, type the option the way you want it to appear in the response.

**NOTE:** Make sure none of the radio buttons are selected.

Add Question

### 2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.

All forms show complete \*

☐ Yes

☐ No

After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

I will check. \*

Required: ☒

Label: I will check.

Tool Tip:

Display Options Horizontally: ☐

Options:

☐ Yes Yes

☐ No No

Add Option +

Close

Preview Form Save Clear

Widget Menu:

- H Header
- Paragraph
- Date Field
- Number Field
- Radio button
- Dropdown-Multiple Choice
- Text Field
- Text Area

Drag and drop another **Radio button** from the right to the blank area in the middle of the page (under the previous Radio button).

Select the *Required* check box.

Type '**Student's 2023-2024 Campus.**' in the Label field.

Type the campus names as the responses in the left field. These are the options the parents will see on their end. In the right field, type the option the way you want it to appear in the responses (i.e. 001, 041, 101, or HS, JH, Elem. etc.).

**NOTE:** Make sure none of the radio buttons are selected.

The screenshot shows the 'Add Question' dialog for a form titled '2023-2024 Returning Student Registration Completion'. The form preview on the left includes a header, a paragraph, a date field, a number field, and a radio button question. The radio button question is titled 'Student's 2023-2024 Campus' and has three options: 'Elementary' (value 101), 'Junior High' (value 041), and 'High School' (value 001). The 'Required' checkbox is checked. A red box highlights the 'Radio button' option in the right-hand menu, and a red arrow points to it from the form preview area.

Drag and drop a **Text Field** from the right to the blank area in the middle of the page (under the previous Radio button).

Select the *Required* checkbox.

Type '**Student's First and Last Name.**' in the Label field.

Type additional information in additional fields. (Optional)

The screenshot shows the 'Add Question' dialog for a form titled '2023-2024 Returning Student Registration Completion'. The form preview on the left includes a header, a paragraph, a date field, a number field, and a text field question. The text field question is titled 'Student's First and Last Name' and has a 'Required' checkbox checked. A red box highlights the 'Text Field' option in the right-hand menu, and a red arrow points to it from the form preview area.

Drag and drop a **Paragraph** from the right to the blank area in the middle of the page (under the previous Text Field).

Type **'Entering my name below serves as verification that I have completed all 2023-2024 Returning Student Registration Forms'**

**Add Question**

### 2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.

All forms show complete \*

☐ Yes  
☐ No

After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

I will check: \*

☐ Yes  
☐ No

Student's 2023-2024 Campus \*

☐ Elementary  
☐ Junior High  
☐ High School

Student's First and Last Name \*

Entering my name below serves as verification that I have completed all 2023-2024 Returning Student Registration Forms.

Description: Entering my name below serves as verification that I have completed all 2023-2024 Returning Student Registration Forms.

Close

Widget Menu:

- Header
- Paragraph
- Date Field
- Number Field
- Radio button
- Dropdown-Multiple Choice
- Text Field
- Text Area

Buttons: Preview Form, Save, Clear

Drag and drop a **Text Field** from the right to the blank area in the middle of the page (under the previous Paragraph button).

Select the *Required* check box.

Type **'Parent's Name.'** in the Label field.

Type additional information in additional fields. (Optional)

### 2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.

All forms show complete \*

☐ Yes  
☐ No

After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

I will check: \*

☐ Yes  
☐ No

Student's 2023-2024 Campus \*

☐ Elementary  
☐ Junior High  
☐ High School

Student's First and Last Name \*

Entering my name below serves as verification that I have completed all 2023-2024 Returning Student Registration Forms.

Parent's First and Last Name \*

Required: ☒

Label: Parent's First and Last Name

Tool Tip:

Placeholder Text:

Default Value:

Input Type: Text

Maximum Characters:

Close

Widget Menu:

- Header
- Paragraph
- Date Field
- Number Field
- Radio button
- Dropdown-Multiple Choice
- Text Field
- Text Area

Drag and drop a **Paragraph** from the right to the blank area in the middle of the page (under the previous Text Field).

Type '**After entering your name, select the Finish and Submit to District button below.'**

Add Question

### 2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.

All forms show complete \*

☐ Yes  
☐ No

After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

I will check: \*

☐ Yes  
☐ No

Student's 2023-2024 Campus \*

☐ Elementary  
☐ Junior High  
☐ High School

Student's First and Last Name \*

Entering my name below serves as verification that I have completed all 2023-2024 Returning Student Registration Forms.

Parent's First and Last Name \*

After entering your name, select the 'Finish and Submit to District' button below.

Description ⓘ After entering your name, select the 'Finish and Submit to District' button below.

Close

Header  
Paragraph  
Text Field  
Number Field  
Radio button  
Dropdown-Multiple Choice  
Text Field  
Text Area



Click **Preview Form** to preview the custom form .

Preview Form

## 2023-2024 Returning Student Registration Completion

This is the final step before selecting the 'Finish and Submit to District' button below.

I have checked each form on the numbered list on the left of the screen and there are NO forms that show Pending. All forms show Complete.

All forms show complete\*

☐ Yes

☐ No

After submitting, I will return to the Summary page to confirm that my child's Registration shows 100% completion.

I will check.\*

☐ Yes

☐ No

Student's 2023-2024 Campus\*

☐ Elementary

☐ Junior High

☐ High School

Student's First and Last Name\*

Entering my name below serves as verification that I have completed all 2023-2024 Returning Student Registration Forms.

Parent's First and Last Name\*


After entering your name, select the 'Finish and Submit to District' button below.


Close

Click **Close**.


**REMINDER:**

- Click **Save** often as you create the custom form.
- Click **Preview Form** any time to see how the form will look to parents.
- You can further adjust the form. Hover over each question in the form.

 - Click to remove the question from the form.

 - Click to view/modify the properties of the question.

Click **Close** to collapse (i.e., hide) the properties for a particular question.

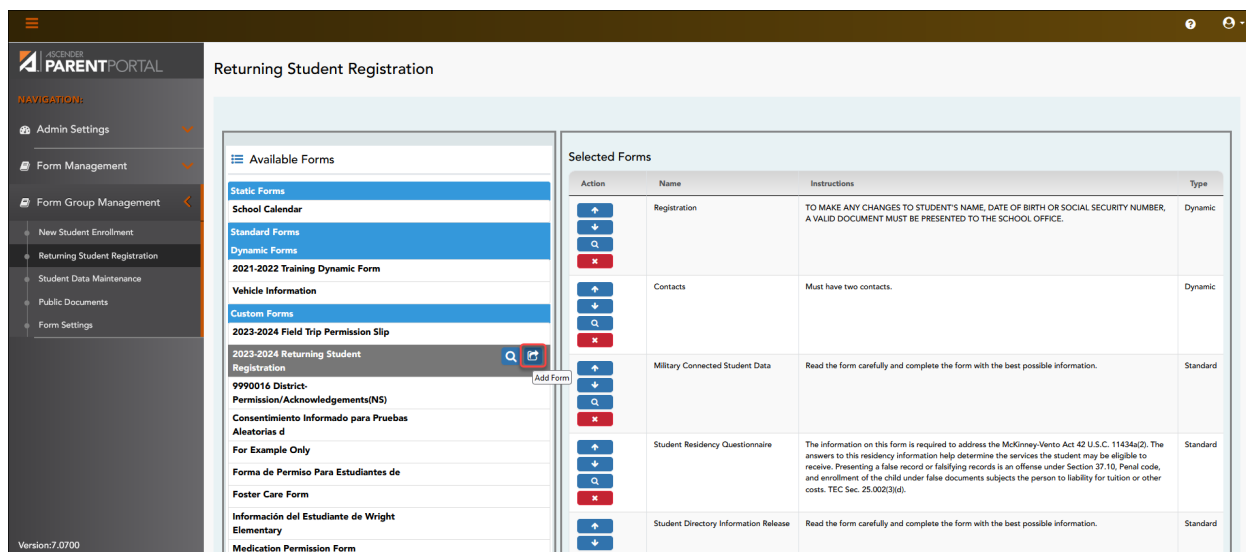
 - Click to duplicate the question including its properties.

Click **Clear** if you need to remove all questions from the form and start over.

**3. Add the custom form to Returning Student Registration Group.**

*ASCENDER Parent Portal Admin > Form Group Management > Returning Student Registration.*

Hover over the 'Add Form' icon next to the custom form under the Available Forms on the left to add the form to the Selected Forms on the right.



Version: 7.0700

Click the down arrow to make the 2023-2024 Returning Student Registration Completion custom form the last form listed.

   	2023-2024 Returning Student Registration		Custom
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### 3. Review submitted data.

ASCENDER Parent Portal Admin > Form Management > Custom Forms>View Custom Form Data.

ASCENDER Parent Portal administrator and/or campus staff will review the data for the custom form submitted by parents via ASCENDER Parent Portal for returning student registration.

Click **View Data** next to the custom form. The submitted data will display in the grid at the bottom of the page. You can filter columns as needed to review specific data (i.e. Student's 2023-2024 campus).

The screenshot shows the 'View Custom Form Data' page in the ASCENDER Parent Portal Admin. The left sidebar contains navigation options: Admin Settings, Form Management, Document Upload, Form Field Management, Form Creator, Custom Forms (Create Custom Form, Edit Custom Form, View Custom Form Data), Form Usage, and Form Group Management. The main content area shows a list of custom forms for '2023-2024 Returning Student Registration'. Each form has a 'View Data' button. A red dashed arrow points from one of these buttons to a data table below. The table shows submitted data for two forms: '990016 District Permission/Acknowledgements(RS)' and 'Test Custom Form (Elementary)'. The table has columns for Portal Username, Studentid, DTS, School Year, All forms show Complete, I will check, Student's 2023-2024 Campus, Student's Name, and Parent's Name. The data table shows two entries for the 'Test Custom Form (Elementary)' form.

Portal Username	Studentid	DTS	School Year	All forms show Complete.	I will check.	Student's 2023-2024 Campus	Student's Name	Parent's Name
parent555	003242	2023-04-12 10:45:33.243	2024	Yes	Yes	HS	Hailey Aguilar Mendoza	Betty Smith
parent555	225694	2023-04-12 10:46:16.316	2024	Yes	Yes	JH	Michelle Allison	John Doe

Click **Excel** to export the report as a spreadsheet.

Click **Column visibility** to select which columns to include in the export.

The screenshot shows the data table from the previous screenshot. At the bottom of the table, there are two buttons: 'Excel' and 'Column visibility'. The 'Excel' button is highlighted with a red box. The 'Column visibility' button is also highlighted with a red box. The table shows the same data as the previous screenshot.

**NOTE:** This is an example custom form. Each district may create their own custom form that will be used to track returning student registration completion and may customize accordingly.

**NOTE:** Create a similar custom form (Include School year and 'New Student' in the form name) that can be added to Student Data Maintenance that would allow you to track the total number of New Student Enrollments.