

## Q Search Form by ID Tool

The Form ID field for Parent Portal registration tickets has been added to HelpDesk - it is the most useful information to quickly identify and find form on Parent Portal.

<ul> <li>Custom Fields</li> </ul>	
Tags	
Student Last Name	
Student First Name	0
Parent Email Address	<b>(</b>
School Year	0
Registration Period Name	•••••••••••••••••••••••••••••••••••••••
Registration Type	O New Enrolment O Transfer O Withdrawal
Student DOB	
Form ID	

The Form ID can be found on the Period Dashboard for each registration type (enrollment, withdrawal, transfer) and in the print form.

Registration Details								
ID 71981	Cancel Form Manage Transfer		Maple Ridge – Pitt Me	adows School District 42				
Student Name	David Lynch 🔀	School District 42	Student Registration Form 2023/2024 (ID 72391)					
Time of Registration	March 22, 2024 10:20:38 AM	Learning Today, Leading Tomorrow						
Grade	01			Grade: 10				
Requested Start Date	September 3, 2024		Legal Details	Preferred Details				
Preferred Contact	604-111-2222	Student Last Name						
Email	parent@gmail.com	Student First Name						
Destination School	Eric Langton Elementary	Student Middle Name Student Gender						
Siblings	No Siblings	Student Date of Birth						
Duplicate Records	None	Student Phone Number						
Daycare Used	No	Personal Health Number						
Special Needs	None	Registration Date	Friday, 12 April 2024	10:49:12 am				
Life Threatening	None	Requested Start Date	Wednesday, 1 May 2024					

The search is available in two places, first from the Registration Period Dashboard (for everyone).

## **Registration Period Dashboard**

	Select School Year:	2023/2024 - Current Year 🗸 🗸			~ ©	View Le	egend						
	or Search Form by ID:					Searc	h						
Hide Cl	osed Periods												
	osed Periods eriod Name	Grades	*	1Ĥ1	÷	0	#	x	~	•)	₽	(+	≣
P			<b>*</b>	<b>6</b> 40 1	<b>0</b>	<b>?</b>	<b>#</b> 0	<b>छर</b> 0	✓ 38	→) 39	<b>≓</b> 21	〔↔ 16	i≣ 5



Second place is Enrollment Administration (available only for DEO staff).

Enrollment	Administration
0	View Period Dashboard Launch the period dashboard
Q	Search Form by ID
	Configure a New Period Launch the wizard to configure a new period

It will also be possible to navigate to a form from related documents in the Parent Portal, such as a waitlist, for example.

## Waitlisted Students - SD42 District Education Office - Report

I	ncoming Waitlist Outgoing Waitlist		Deleted W	aitlist										
		Sort	Waitlist	tlist Current English		sh Catch. French Catch		Form ID	Student #	First Name	Last Name	Current Grade	Requested Grade	Timestamp
•		1	YEE-Eng	GEE	Elem. Eng Sec. Engli	glish - GEE ish - THS	Elem. French - M Sec. French - M	Q 46990	1111111	John	🛼 Smith	04	03	Jun 09 2022 23:24:37
		2	PME-Eng	HPE		glish - OOD ish - OOD	Elem. French - O Sec. French - O	C) 52466	22222222	Tom	Black	KF	KF	Jan 04 2023 12:07:09

As a result, 3 variants are possible:

- 1. Form has been found and displayed.
- Form has been found, but is not available for staff (no access)
   Form with ID 555 has been found, but you may not have access to it. Please, contact reghelp@sd42.ca if you need to change the form.
   OK
   3. Form was not found (wrong form ID)
   Form with ID 222222 was not found. Please, check entered FormID.
   Output
   Example 1
   Example 2
   Example 2

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