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forms

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Form Management 1

Form Management

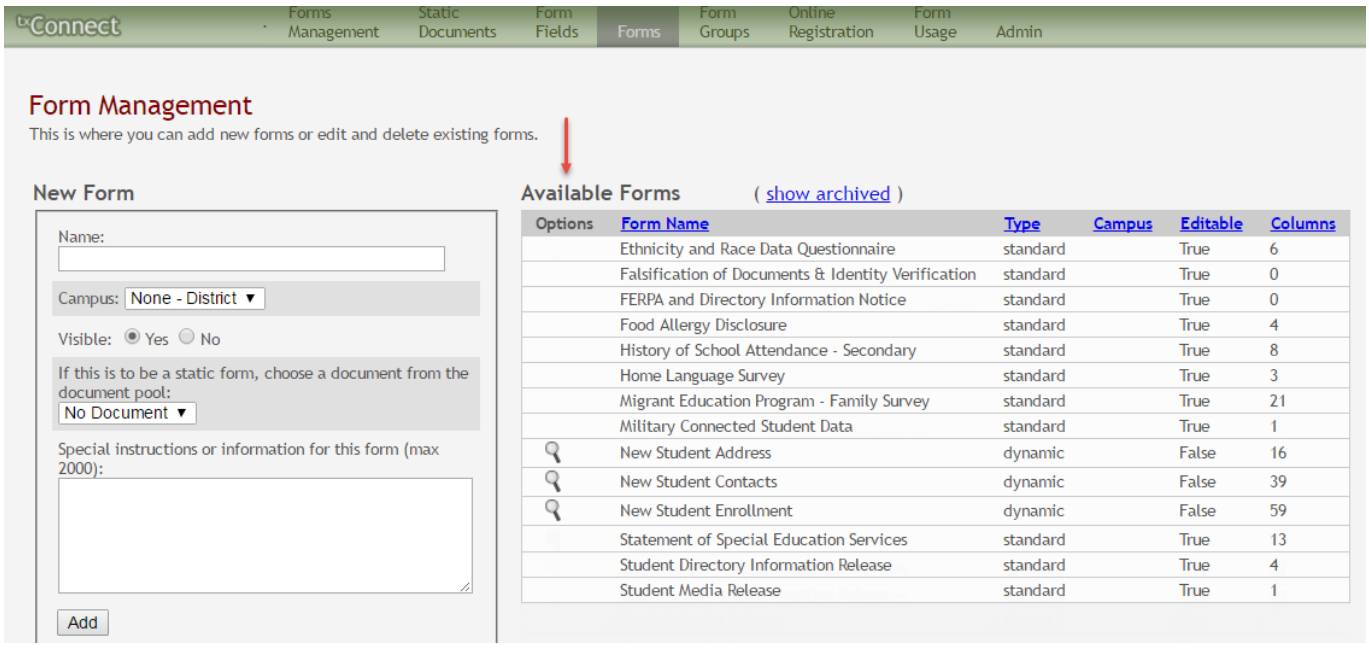
txConnect Admin > Administrator Options > Settings > Forms Management > Forms

This page allows you to create new forms, as well as delete and edit existing forms. Two types of forms can be created:

- ***Static forms*** can be created using the static documents you have already uploaded.
- ***Dynamic forms*** can be created using the fields you selected in previous steps.

Standard forms are predefined district-level forms that are common throughout Texas. The forms are included automatically and cannot be edited.

A form must be added to a group (or to the Online Registration template) in order to be accessible to parents. You will add the form to a group or to the Online Registration template in a subsequent step.



View forms:

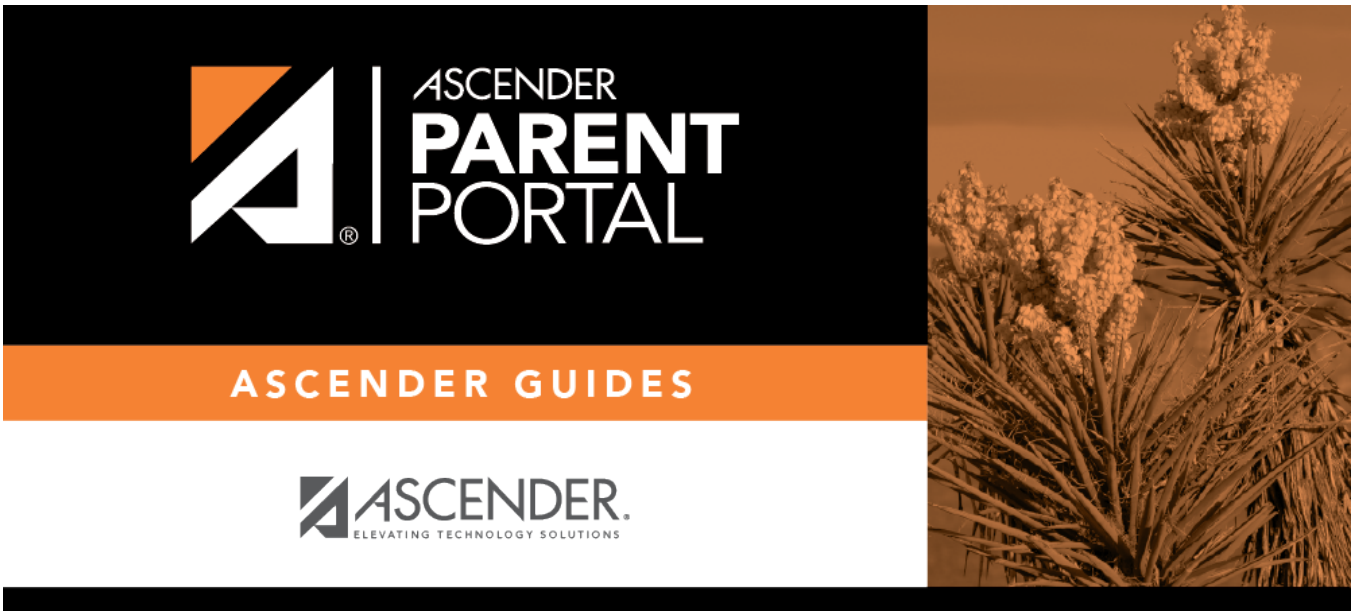
Available Forms (right)	Any existing forms are listed, including those that are added automatically. Initially, only standard forms and “New Student” forms are included. These are included automatically and cannot be removed. The grid displays the form name, type of form (i.e., standard, static, or dynamic), and the campus with which the form is associated (if applicable). If **Campus** is blank, the form is associated with all campuses in the district.

Note the standard forms:

Several standard forms are included automatically. The **Type** is set to standard. Standard forms cannot be modified or deleted; the spyglass and delete icons are not available.

Create a new form:

New Form (left)


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