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forms

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Form Management

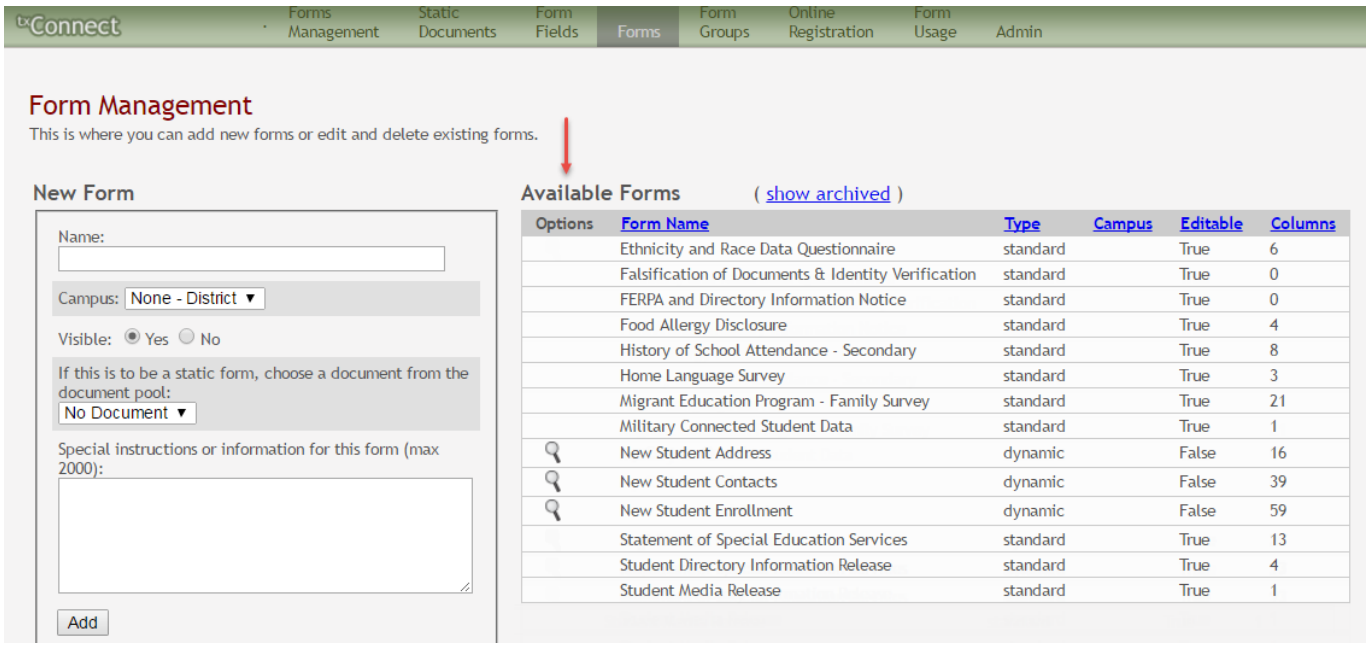
txConnect Admin > Administrator Options > Settings > Forms Management > Forms

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.

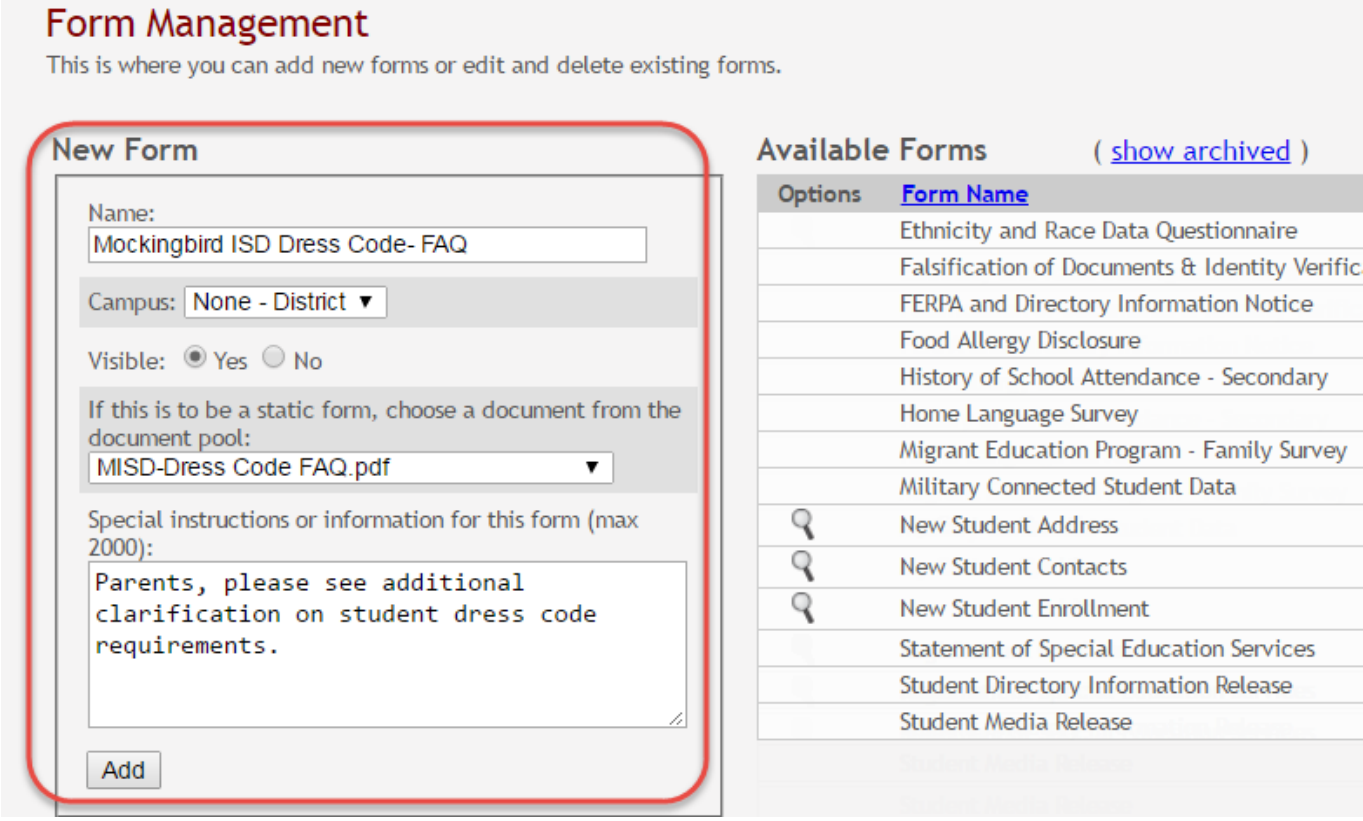
Create a new form:

CREATE A FORM USING A STATIC DOCUMENT:

If you uploaded any static documents, you must create a form with each document in order to make it accessible to parents.

NOTE: To create a Spanish version of a static form, you will need to set the **Current Language Context** for the form to *Spanish*. This will be done in a subsequent step using the Form Editor page once the static form is created.

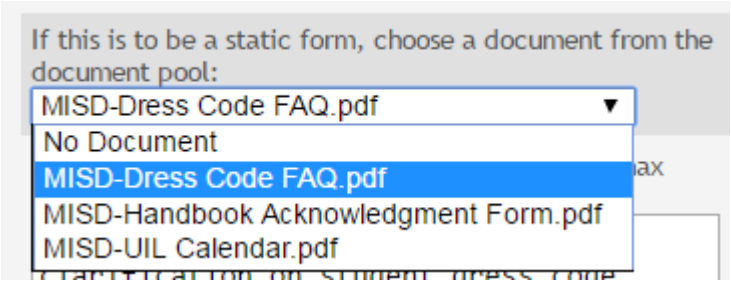
To create a static form, do the following under **New Form**:



Name	

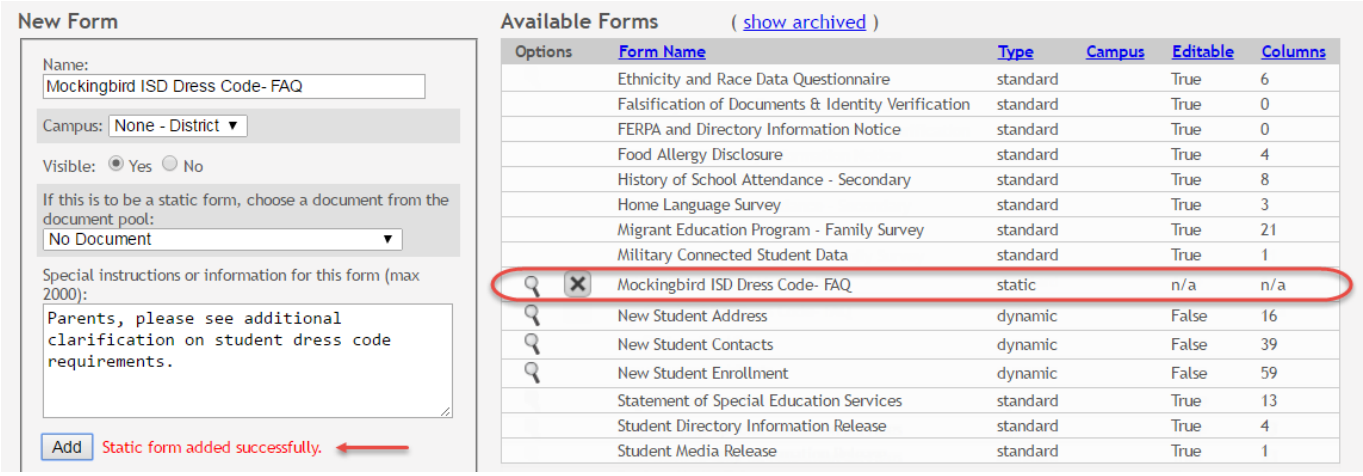
Campus	Select a campus in order to assign the form to a specific campus. Or, select *None* if the form is used for all campuses in the district.
Visible	

Select the form from the list in the drop-down field.



Special Instructions or information for this form

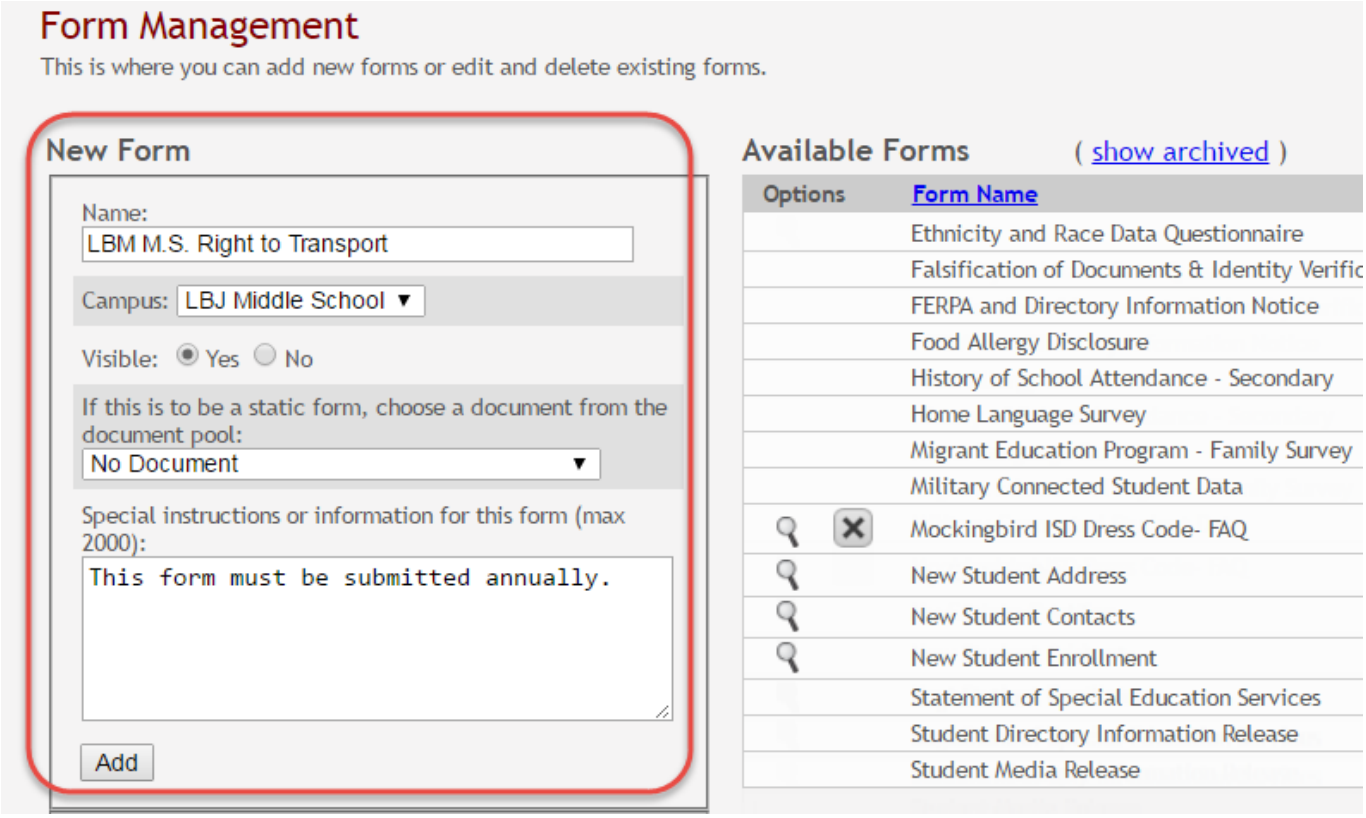
Click **Add**. A message is displayed indicating that the static form was successfully added.



Repeat for all remaining static forms.

CREATE A FORM USING DATA FIELDS:

To create a dynamic form, do the following under **New Form**:



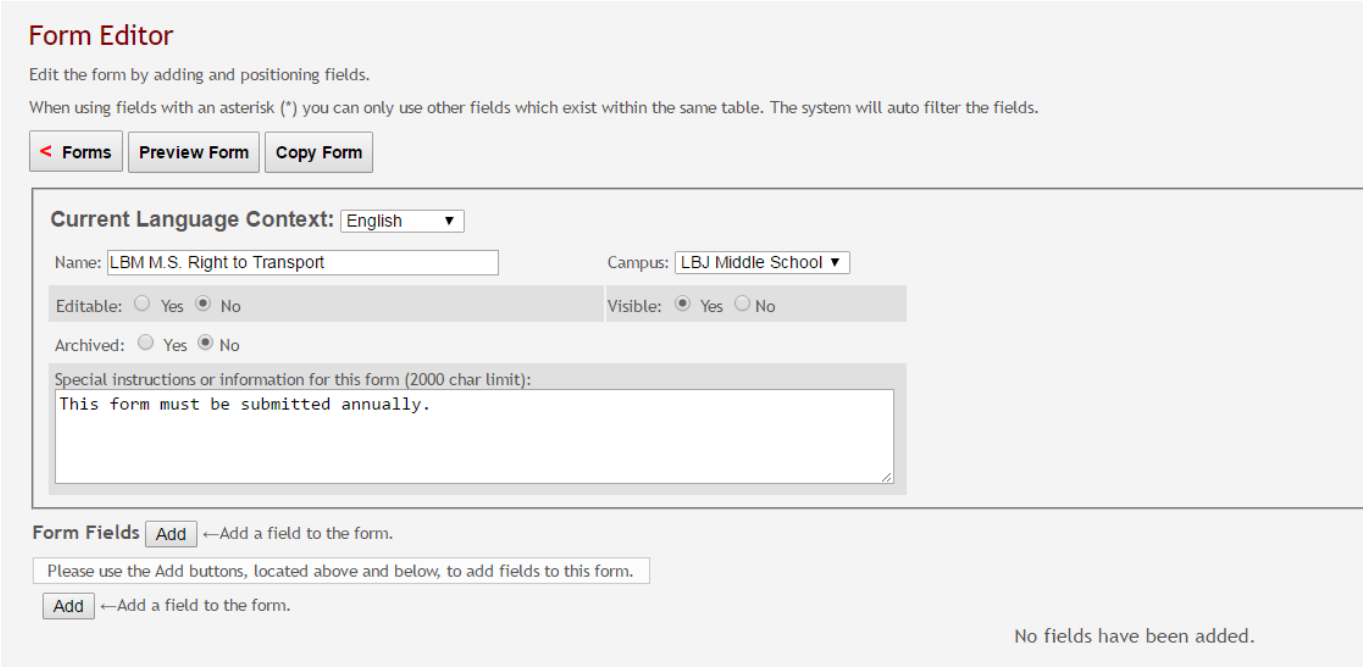
Name	
Campus	Select a campus in order to assign the form to a specific campus. Or, select *None* if the form is used for all campuses in the district.
Visible	

If you are creating a dynamic form, leave the drop-down field set to *No Document*.

Special Instructions or information for this form

Click **Add**.

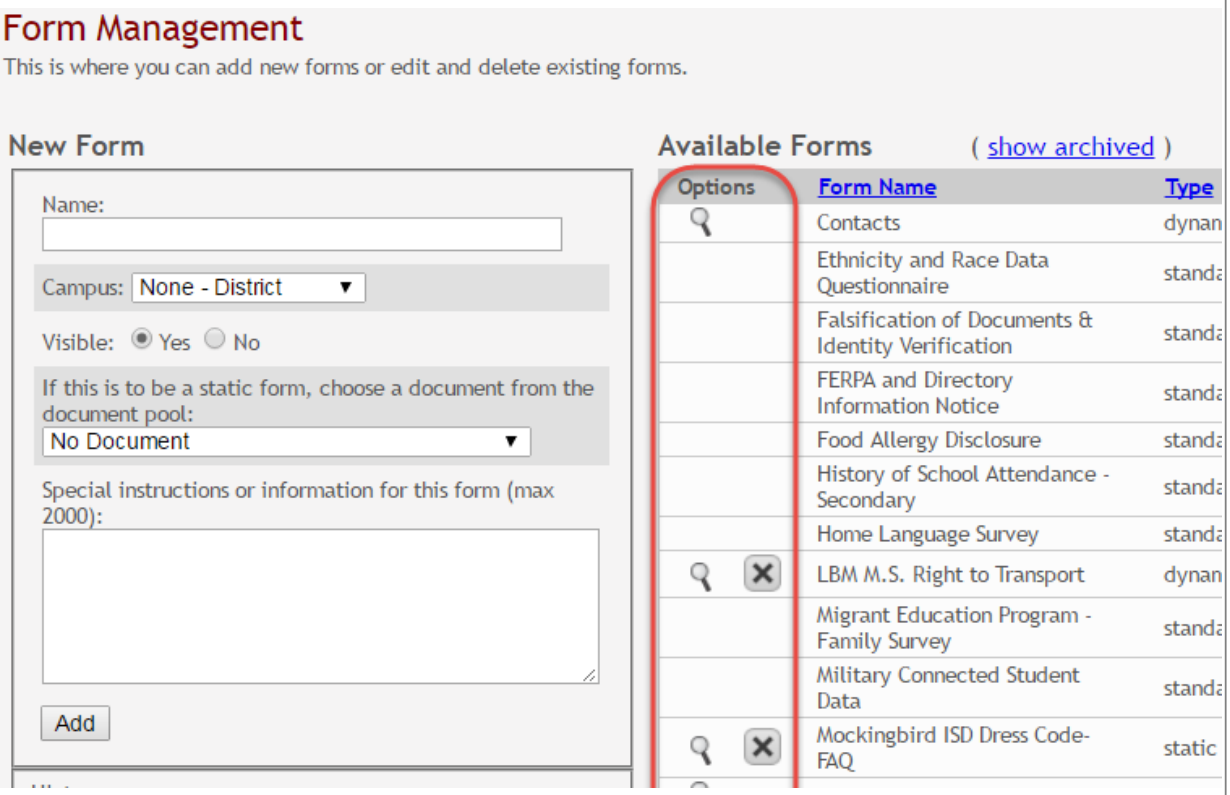
The form opens on the Form Editor page where you can add fields and make other modifications.



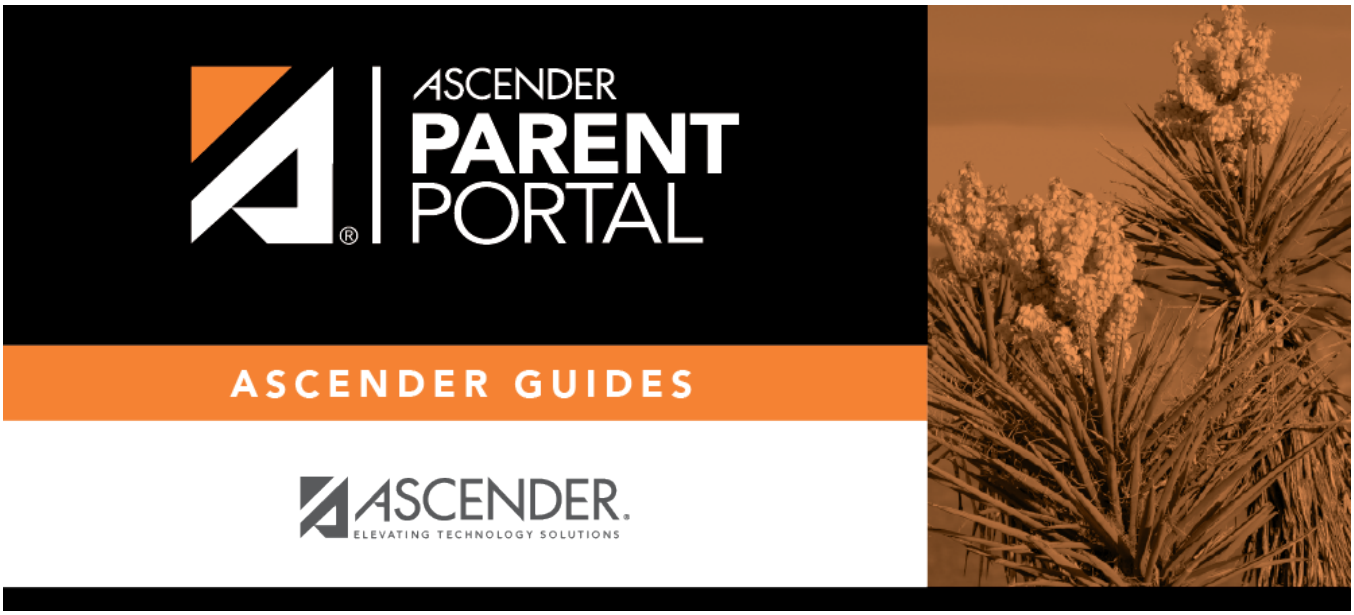
Edit or delete an existing form:

Available Forms (right)

To edit an existing form, including a *New Student* form, click under **Options**. The form opens on the Form Editor page where you can make changes.



To delete an existing form, click under **Options**. You are prompted to confirm that you want to delete the form. Click **OK**.
You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).


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