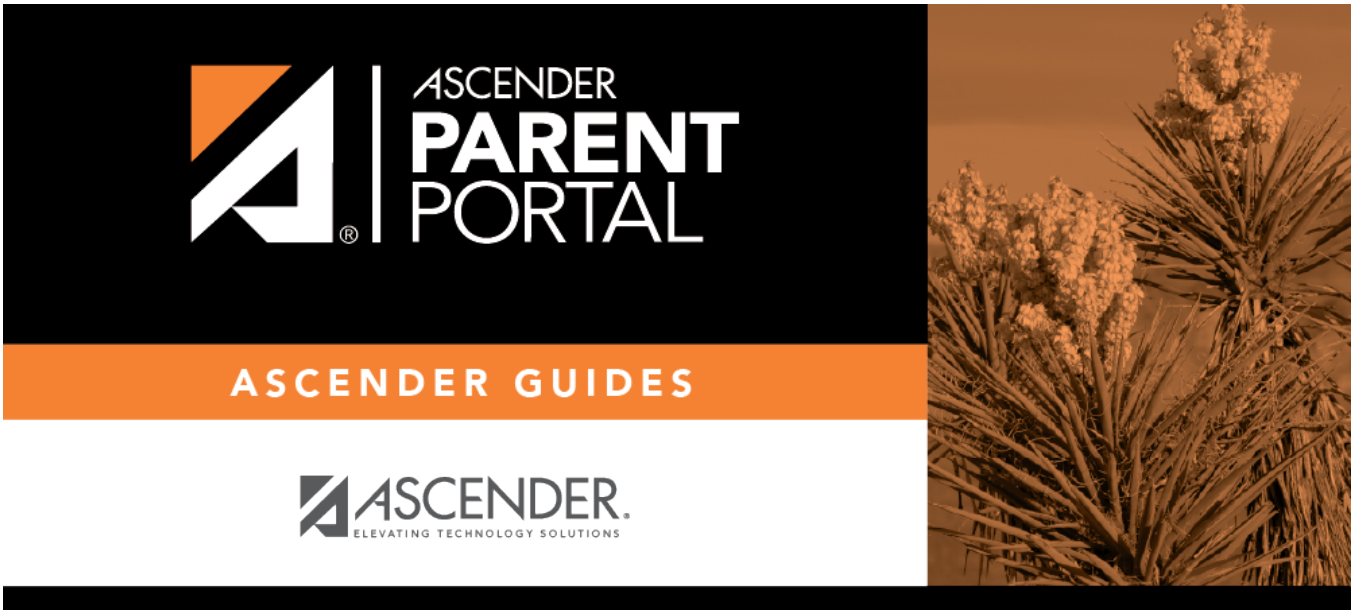


onlineregistrationcreator

Table of Contents

Online Registration Creator 1

Online Registration Creator

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

This page allows district-level users to create a template (i.e., set of forms) for student online registration.

> Online registration refers to forms required annually for students, which is not the same as Online Enrollment.

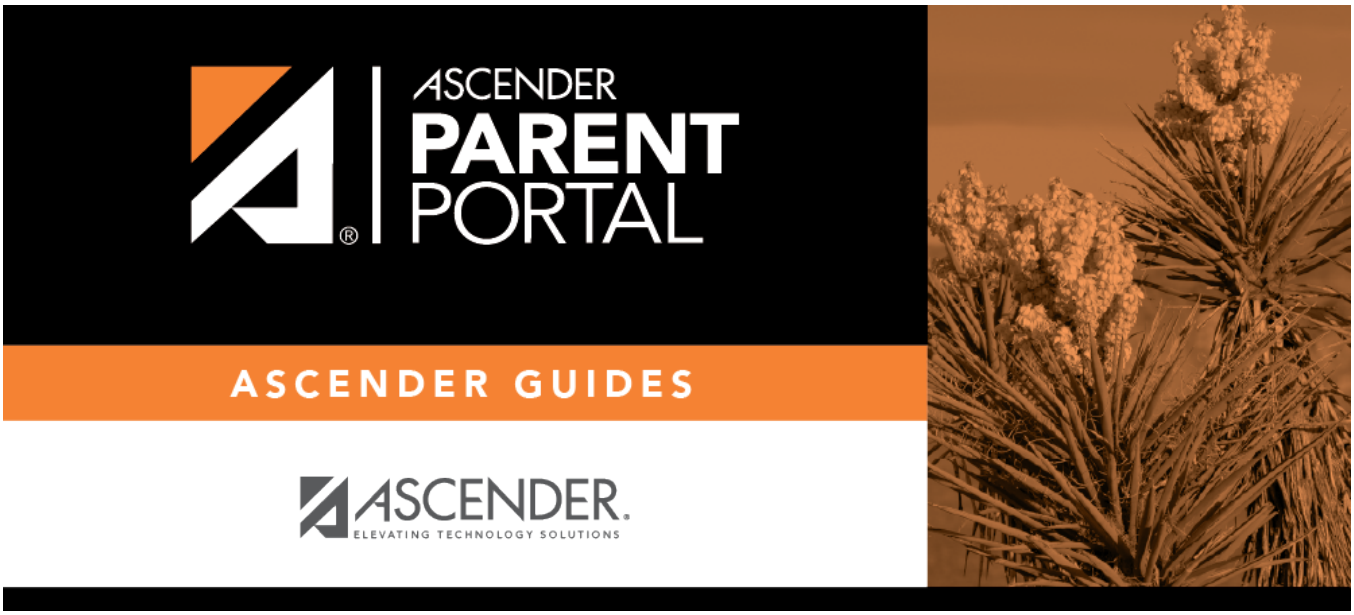
When Online Registration is enabled at the district, these forms will be displayed to parents when they are logged on to txConnect, and will have notifications indicating which forms are completed and which still require the parent's attention.

Manage forms:

Online Registration Date Range (right)	The following data is displayed for your reference as entered on txConnect Admin > Settings and cannot be updated here.
Available Forms (left)	The list includes all existing district-level forms (created on the Form Management page), organized by form type, and excluding campus-level forms and forms that are specifically for Student Enrollment. To add a form to the Online Registration template, hover over the form name and click the arrow button. The form moves to the right.

selected forms (right)	The selected forms are listed on the right in the order in which they were added. Instructions for each form are displayed as entered on the Form Editor page and cannot be updated here.  - Use the hand icon to drag and drop forms into the order in which you want them displayed to parents.  - Click to remove the form from the list. The form moves back to the **Available Forms** list (left). By default, the **Registration** and **Contact** forms are included, which contain all possible fields a parent may need to review annually. **TIP:** It is recommended that districts create a customized registration form (using the Form Management page) for Online Registration that include only the fields that districts want parents to review annually. Also, the *Home Language Survey* standard form, which is required for new student enrollment, is only required once when the student enrolls in the district. This form is not listed for Online Registration.

Click **Back to Forms Management** to return to that page.


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Back Cover