



ASCENDER GUIDES



**forms**



# Table of Contents

**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.

**Form Management**  
This is where you can add new forms or edit and delete existing forms.

**New Form**

Name:

Campus: **None - District** ▼

Visible:  Yes  No

If this is to be a static form, choose a document from the document pool:  
 ▼

Special instructions or information for this form (max 2000):

**Available Forms** ([show archived](#))

Options	Form Name	Type	Campus	Editable	Columns
	Ethnicity and Race Data Questionnaire	standard		True	6
	Falsification of Documents & Identity Verification	standard		True	0
	FERPA and Directory Information Notice	standard		True	0
	Food Allergy Disclosure	standard		True	4
	History of School Attendance - Secondary	standard		True	8
	Home Language Survey	standard		True	3
	Migrant Education Program - Family Survey	standard		True	21
	Military Connected Student Data	standard		True	1
<input type="checkbox"/>	New Student Address	dynamic		False	16
<input type="checkbox"/>	New Student Contacts	dynamic		False	39
<input type="checkbox"/>	New Student Enrollment	dynamic		False	59
	Statement of Special Education Services	standard		True	13
	Student Directory Information Release	standard		True	4
	Student Media Release	standard		True	1

## View forms:

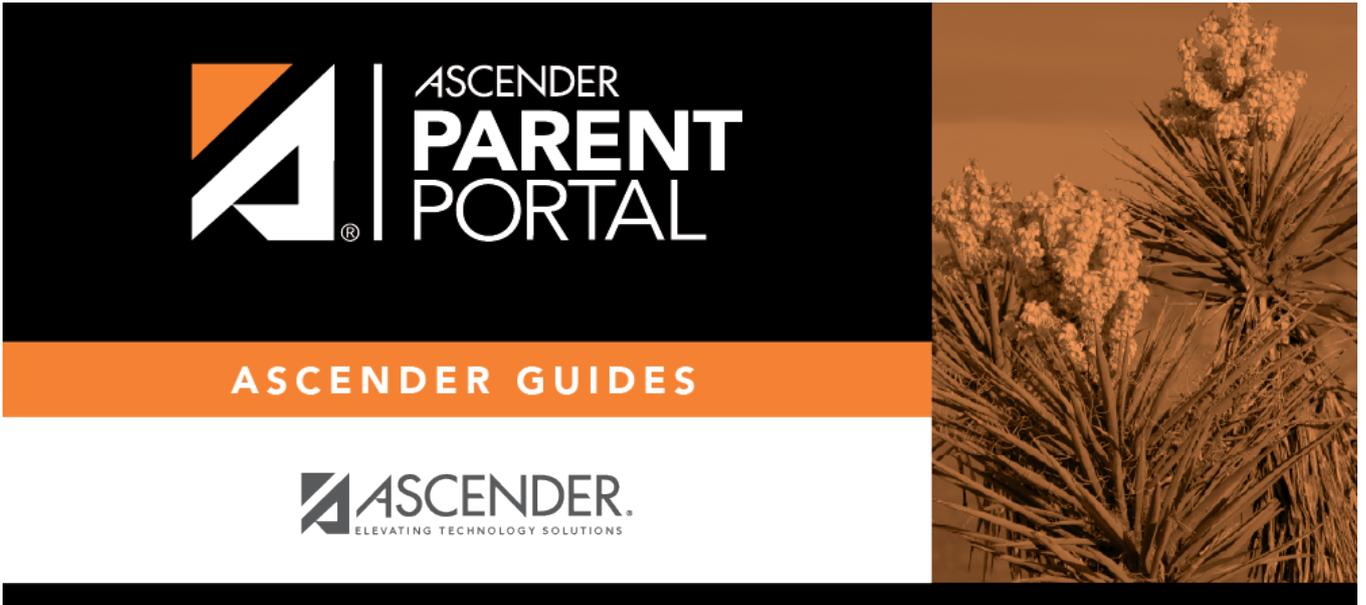
<b>Available Forms (right)</b>	<p>Any existing forms are listed, including those that are added automatically.</p> <p>Initially, only standard forms and “New Student” forms are included. These are included automatically and cannot be removed.</p> <p>The grid displays the form name, type of form (i.e.,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

## 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)**



# Back Cover