



ASCENDER GUIDES



**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.

**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:  
**No Document** ▼

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>
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## 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 NEW 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**:

### Form Management

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

#### New Form

Name:

Campus:

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):

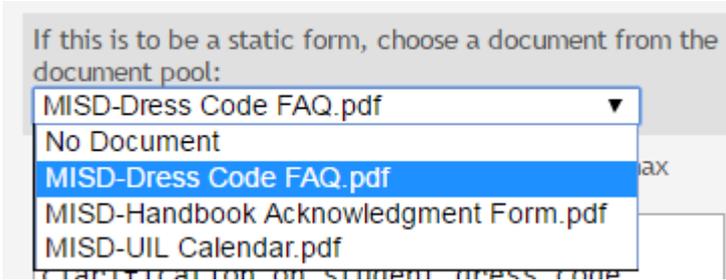
#### Available Forms ([show archived](#))

Options	Form Name
	Ethnicity and Race Data Questionnaire
	Falsification of Documents & Identity Verific
	FERPA and Directory Information Notice
	Food Allergy Disclosure
	History of School Attendance - Secondary
	Home Language Survey
	Migrant Education Program - Family Survey
	Military Connected Student Data
	New Student Address
	New Student Contacts
	New Student Enrollment
	Statement of Special Education Services
	Student Directory Information Release
	Student Media Release

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

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.

**New Form**

Name:

Campus:

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):

Static form added successfully. ←

**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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mockingbird ISD Dress Code- FAQ	static		n/a	n/a
<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

Repeat for all remaining static forms.

**CREATE A FORM USING DATA FIELDS:**

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

## Form Management

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

### New Form

Name:

Campus:

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
	Ethnicity and Race Data Questionnaire
	Falsification of Documents & Identity Verific
	FERPA and Directory Information Notice
	Food Allergy Disclosure
	History of School Attendance - Secondary
	Home Language Survey
	Migrant Education Program - Family Survey
	Military Connected Student Data
<input type="checkbox"/>	<input type="checkbox"/> Mockingbird ISD Dress Code- FAQ
<input type="checkbox"/>	New Student Address
<input type="checkbox"/>	New Student Contacts
<input type="checkbox"/>	New Student Enrollment
	Statement of Special Education Services
	Student Directory Information Release
	Student Media Release

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

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.

## Form Editor

Edit the form by adding and positioning fields.

When using fields with an asterisk (\*) you can only use other fields which exist within the same table. The system will auto filter the fields.

[< Forms](#) [Preview Form](#) [Copy Form](#)

**Current Language Context:** English ▾

Name:  Campus:

Editable:  Yes  No Visible:  Yes  No

Archived:  Yes  No

Special instructions or information for this form (2000 char limit):

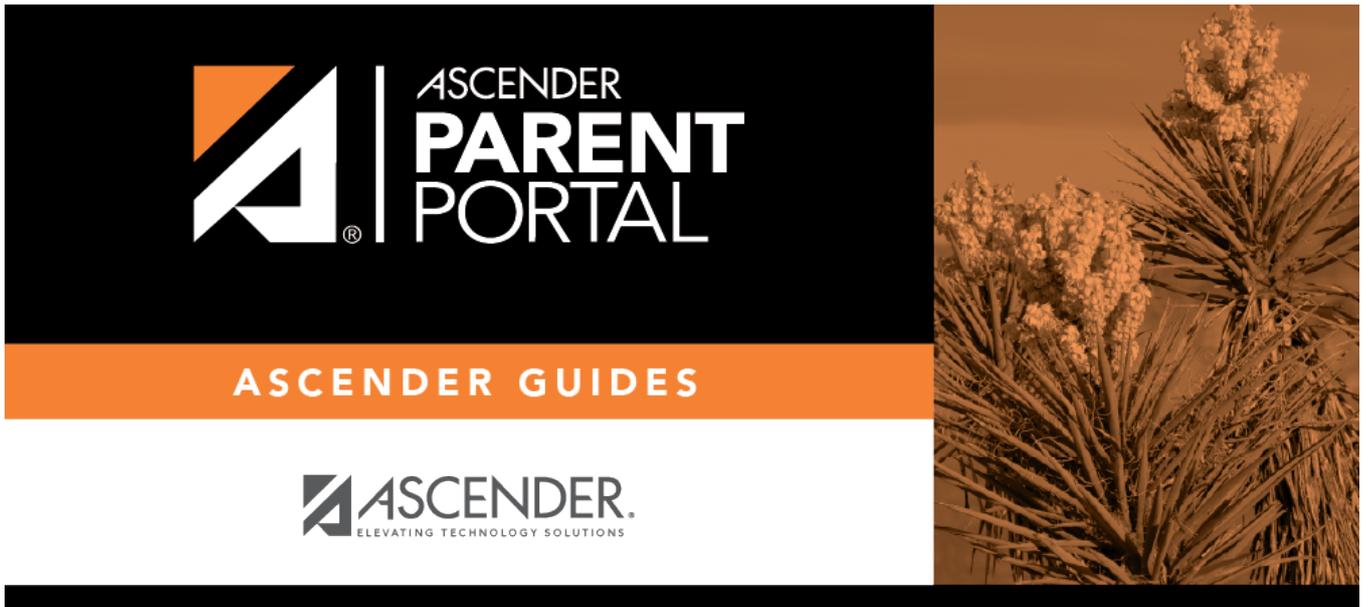
This form must be submitted annually.

**Form Fields** [Add](#) ←Add a field to the form.

Please use the Add buttons, located above and below, to add fields to this form.

[Add](#) ←Add a field to the form.

No fields have been added.



## Back Cover