



ASCENDER GUIDES



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.

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
	New Student Address	dynamic		False	16
	New Student Contacts	dynamic		False	39
	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:

<p>Available Forms (right)</p>	<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 Campus 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.

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
	New Student Address	dynamic		False	16
	New Student Contacts	dynamic		False	39
	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

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**:

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

Name	
Campus	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.
Visible	

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

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

-
-
-
-

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"/>	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 checked="" 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

Name	
Campus	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.
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.

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: LBJ Middle School ▾

Editable: Yes No Visible: Yes No

Archived: Yes No

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

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.

Edit or delete an existing form:

Only static and dynamic forms can be modified or deleted. Default forms cannot be deleted, and only some fields can be updated.

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.

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:

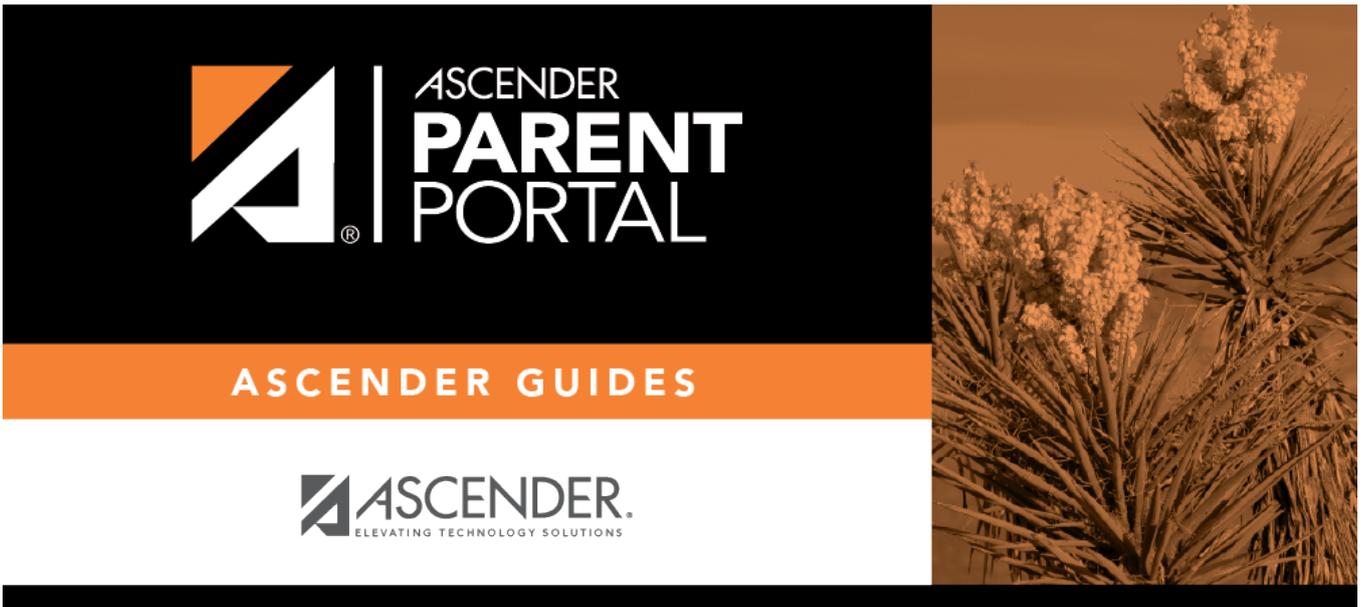
Special instructions or information for this form (max 2000):

Available Forms

([show archived](#))

Options	Form Name	Type
	Contacts	dynam
	Ethnicity and Race Data Questionnaire	standa
	Falsification of Documents & Identity Verification	standa
	FERPA and Directory Information Notice	standa
	Food Allergy Disclosure	standa
	History of School Attendance - Secondary	standa
	Home Language Survey	standa
 	LBM M.S. Right to Transport	dynam
	Migrant Education Program - Family Survey	standa
	Military Connected Student Data	standa
 	Mockingbird ISD Dress Code-FAQ	static

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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