



ASCENDER GUIDES



**staticdocs**



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# Static Document Management

***txConnect Admin > Administrator Options > Settings > Forms Management > Static Documents***

This page allows you to maintain a pool of documents that can be used to create static forms. You can upload forms from your PC to the txConnect server. Parents will be able to access these forms from txConnect during the New Student Enrollment process.

You can upload documents in the following formats:

- .doc and .docx (Microsoft Word)
- .pdf (Adobe Acrobat)
- .xls and .xlsx (Microsoft Excel)

**Your static forms should be ADA compliant.**

On this page, you will only upload the documents. You will create a form for each document in a subsequent step using the Form Management page.

## Manage static documents:



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