



ASCENDER GUIDES



**create\_form\_using\_static\_documents**



# Table of Contents



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:  
Mockingbird ISD Dress Code- FAQ

Campus: None - District ▼

Visible: ☒ Yes ☐ No

If this is to be a static form, choose a document from the document pool:  
MISD-Dress Code FAQ.pdf ▼

Special instructions or information for this form (max 2000):  
Parents, please see additional clarification on student dress code requirements.

Add

### 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>	
<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.

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

MISD-Dress Code FAQ.pdf ▼

No Document

MISD-Dress Code FAQ.pdf

MISD-Handbook Acknowledgment Form.pdf

MISD-UIL Calendar.pdf

## Special Instructions or information for this form

Click **Add**. A message is displayed indicating that the static form was successfully added.

### New Form

Name:  
Mockingbird ISD Dress Code- FAQ

Campus: None - District

Visible: ☒ Yes ☐ No

If this is to be a static form, choose a document from the document pool:  
No Document

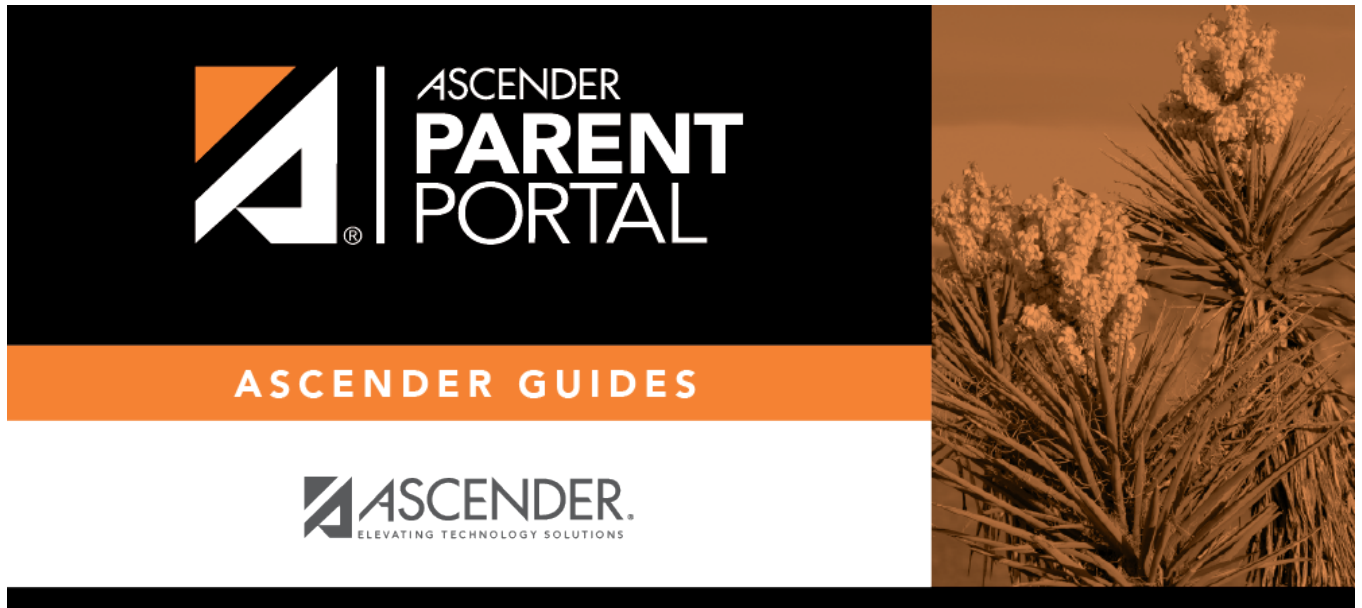
Special instructions or information for this form (max 2000):  
Parents, please see additional clarification on student dress code requirements.

Add 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
	Mockingbird ISD Dress Code- FAQ	static		n/a	n/a
	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

Repeat for all remaining static forms.



## Back Cover