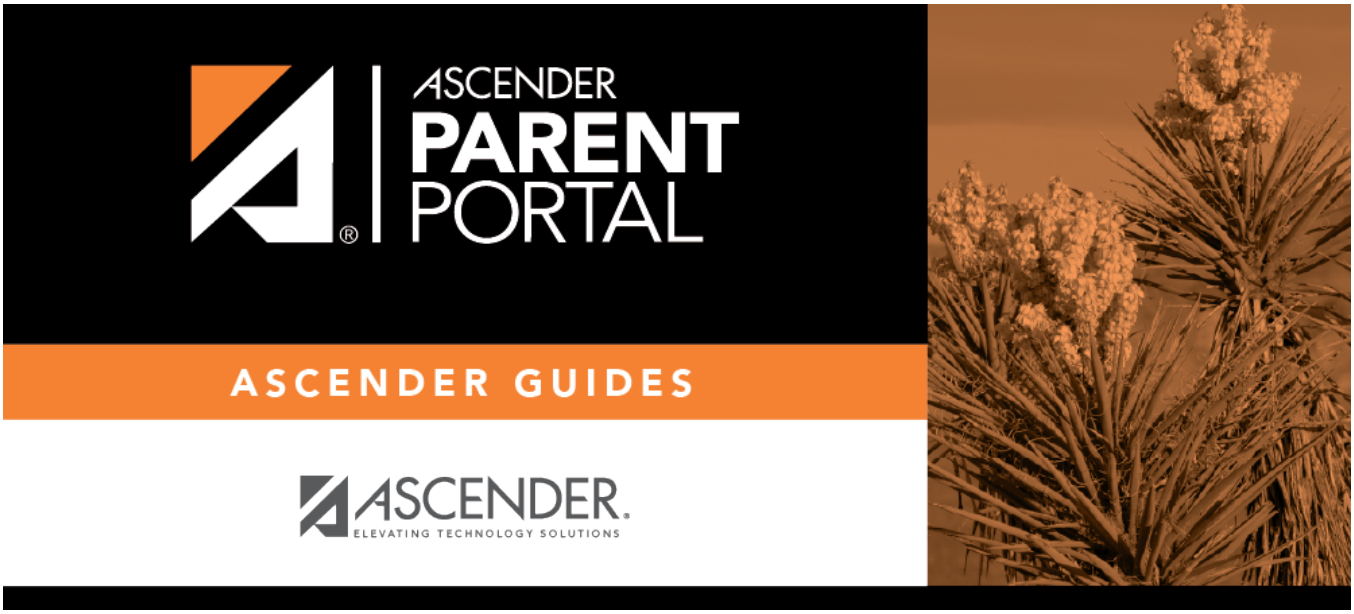


forms_new_student_enrollment_edit_body

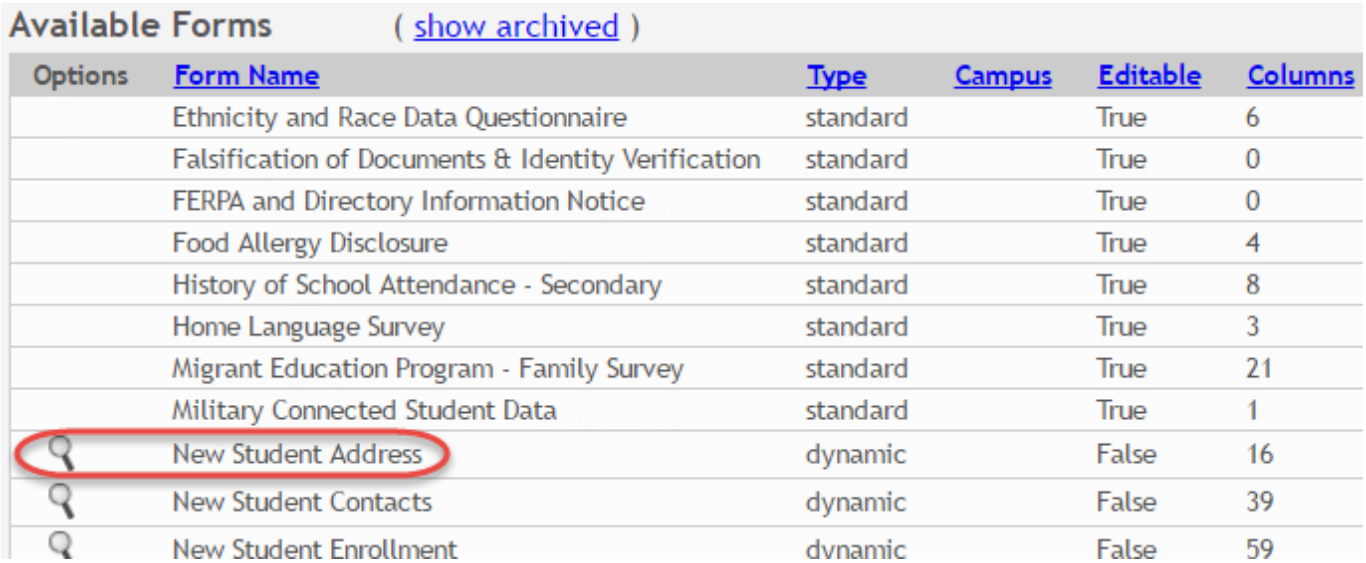
Table of Contents

New Student forms are dynamic forms used specifically for the new student enrollment process. Several *New Student* forms are included automatically and already have columns (i.e., fields) added.

- New Student Address
- New Student Contacts
- New Student Enrollment

These forms cannot be deleted or renamed; however, you can modify some of the default settings for each form column.

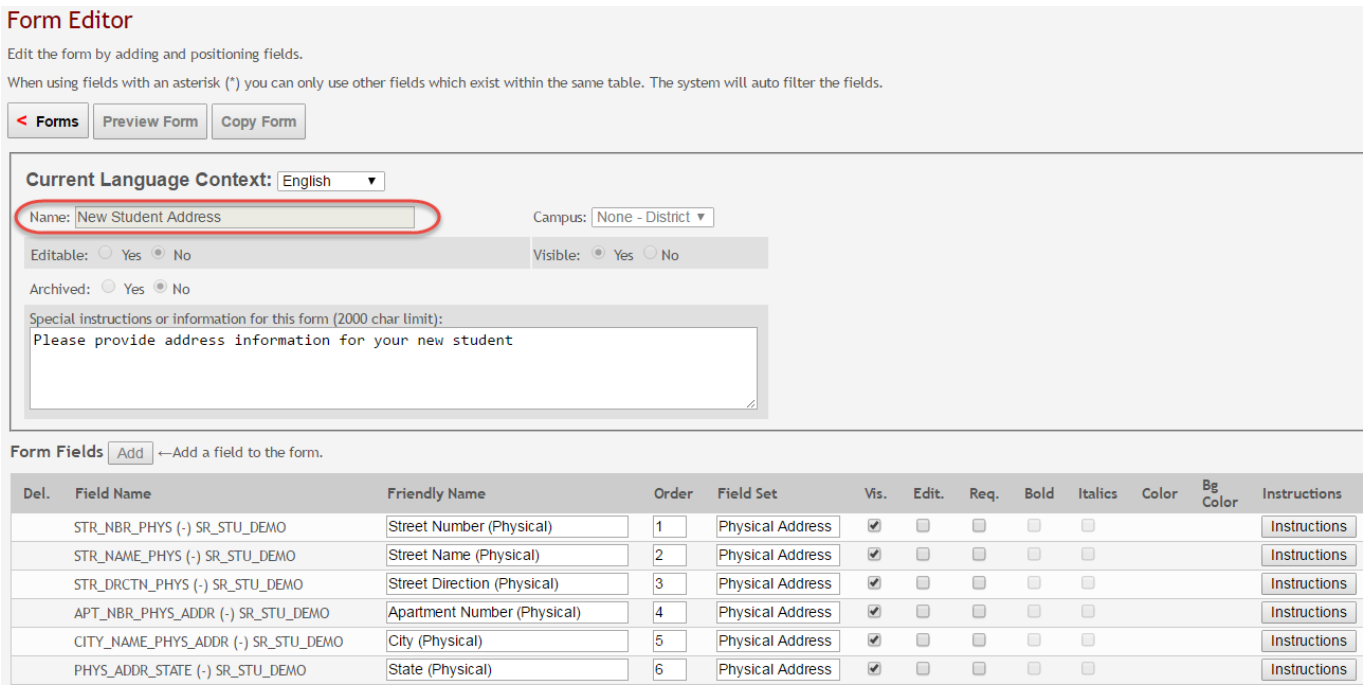
To edit a *New Student* form, click 🔍 under **Options**.



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

The form opens on the Form Editor page where you can make changes.



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: New Student Address Campus: None - District

Editable: Yes No Visible: Yes No

Archived: Yes No

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

Please provide address information for your new student

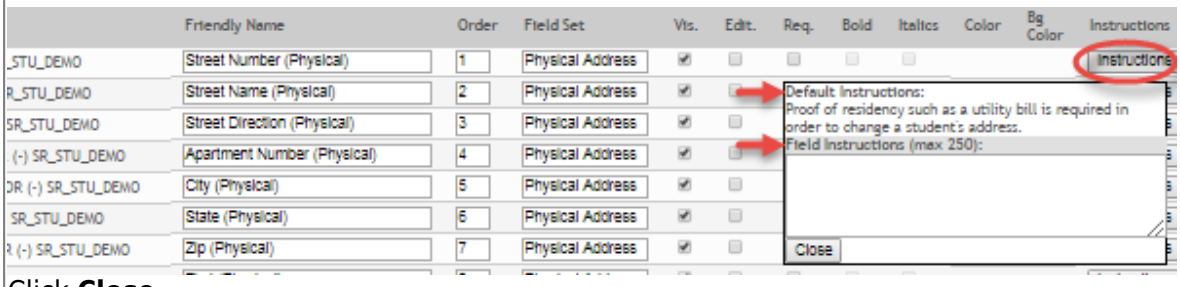
Form Fields Add ←Add a field to the form.

Del.	Field Name	Friendly Name	Order	Field Set	Vis.	Edit.	Req.	Bold	Italics	Color	Bg Color	Instructions
	STR_NBR_PHYS (-) SR_STU_DEMO	Street Number (Physical)	1	Physical Address	☑	☐	☐	☐	☐			Instructions
	STR_NAME_PHYS (-) SR_STU_DEMO	Street Name (Physical)	2	Physical Address	☑	☐	☐	☐	☐			Instructions
	STR_DRCTN_PHYS (-) SR_STU_DEMO	Street Direction (Physical)	3	Physical Address	☑	☐	☐	☐	☐			Instructions
	APT_NBR_PHYS_ADDR (-) SR_STU_DEMO	Apartment Number (Physical)	4	Physical Address	☑	☐	☐	☐	☐			Instructions
	CITY_NAME_PHYS_ADDR (-) SR_STU_DEMO	City (Physical)	5	Physical Address	☑	☐	☐	☐	☐			Instructions
	PHYS_ADDR_STATE (-) SR_STU_DEMO	State (Physical)	6	Physical Address	☑	☐	☐	☐	☐			Instructions

The **Name**, **Campus**, **Editable**, and **Visible** fields display the default information and cannot be changed. Also, these forms cannot be archived.

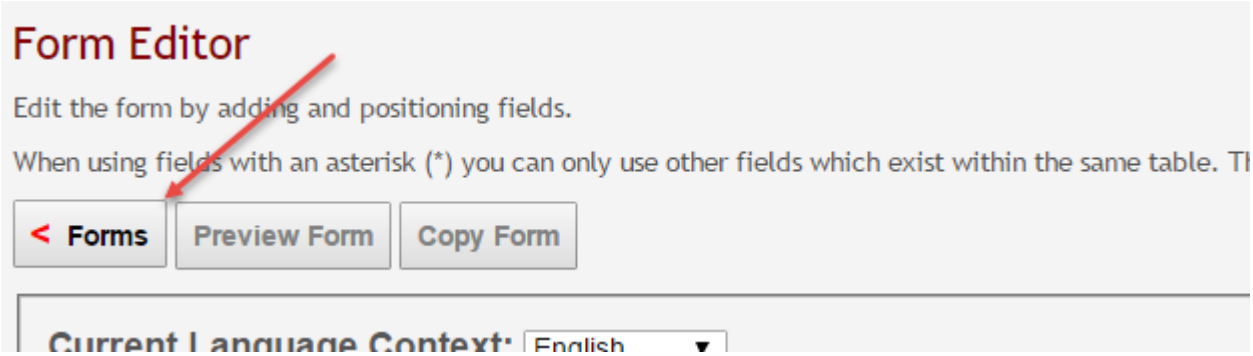
Current Language Context	Select the language of the form you are editing.
Special Instructions or information for this form	Type any specific instructions for the form, up to 2000 characters, in the selected language.

You cannot add columns to a *New Student* form; the **Add** button is disabled. However, you can modify the following settings for existing columns:

Friendly Name	The default friendly name is displayed. If you selected *Spanish* for **Current Language Context**, the default friendly names are Spanish. Modify the name as needed, up to 50 characters.
Order	Indicate the order in which you want the fields to be displayed on the form. For example, type 1 if you want to field to be displayed at the top of the form.
Field Set	Use this column to group related fields together in the form. For example, you could type "Mailing Address" for all fields that are related to the student's mailing address. The fields that you want to physically group together should also be together as indicated by the **Order** field. The fields with the same **Field Set** are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a **Field Set** specified. The field set should be typed in the language selected in **Current Language Context**. If a Spanish field set name is not provided, the English field set name will be displayed even if the parent is viewing txConnect in Spanish.
Vis	Select if you want the field to be visible to parents on the form. Clear the check box if you do not want the field visible to parents. For example, you can hide the four-digit zip code extension. The setting of this field overrides all other visibility settings.
Edit	Select to allow parents to update data in this field from the form. • If selected, the form field will be editable, but only if the field is also set to **Updateable**=*true* on the Form Field Management page. • If *not* selected, this will override the other setting, and the form field will not be editable. • This setting does not apply to *New Student* forms.
Req	Select if the field is required of the parents. If this field is selected, be sure **Edit** is also selected.
Instructions	Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens.  Click **Close**.

Click **Save**.

Click **< Forms** to return to the Form Management page.


Form Editor
Edit the form by adding and positioning fields.
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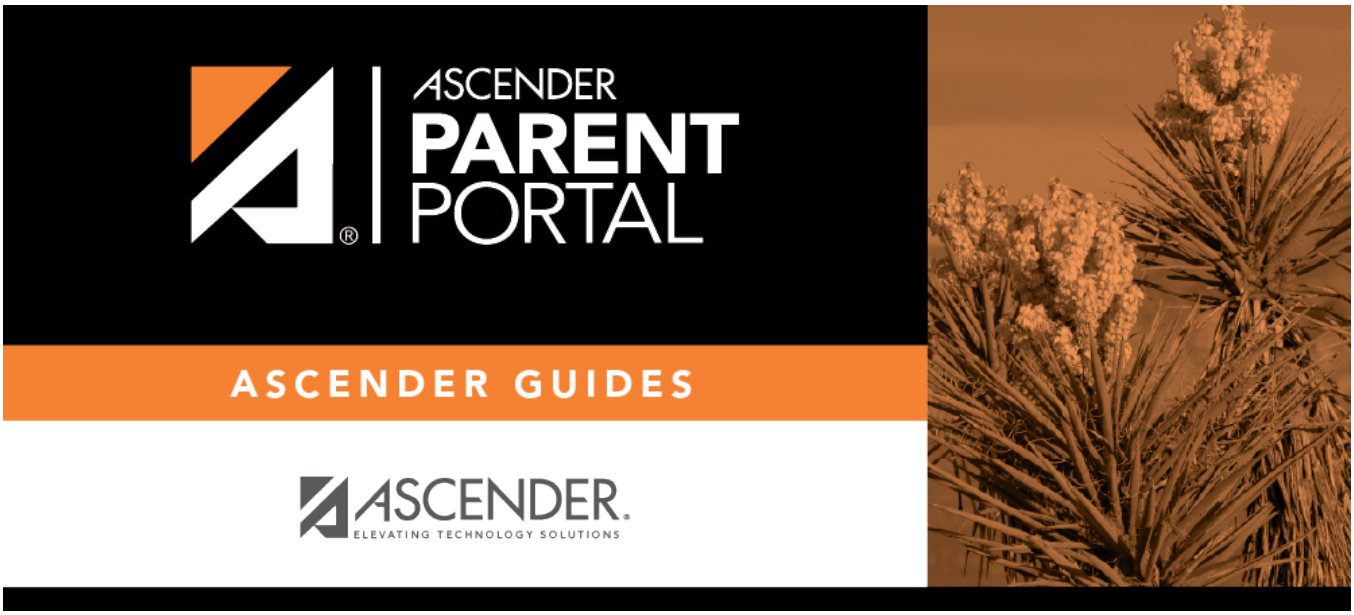
< Forms
Preview Form
Copy Form
Current Language Context:
English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Back Cover