Note the standard forms:

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Note the standard forms:

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.

Available Forms (right)
Any existing forms are listed, including those that are added automatically. Initially, only standard forms and "New Student" forms are included. These are included automatically and cannot be removed. 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.

Available Forms (right)	
show archived show active	By default, archived forms are not displayed. • Click **show archived** to view any archived forms. • Click **show active** to return to the list of active forms. Forms can be archived (or un-archived) on the Form Editor page.
Type	*Dynamic*, *Standard*, or *Static* is displayed.
Campus	The specific campus with which the form is associated is displayed if applicable.
Editable	• *True* - The form is editable. • *False* - The form is not editable. This does not apply to static forms.
Columns (Fields)	The number of fields currently added to the form is displayed. This does not apply to static forms.

To change the sort order of the grid, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.

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.

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:

1. 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**:

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

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.

Repeat for all remaining static forms.

2. Create a Spanish version of a static form.

> To create a Spanish static form, you must have already uploaded a Spanish version of the document.

1. Click the spyglass icon for the form. The form opens on the Form Editor page where you can make changes.

2. In the **Language Context** field, select _Spanish_.

3. Ensure that the Spanish version of the form is selected for **Static document selection**.

4. Ensure that the **Name** and **Special instructions** are provided in Spanish.

5. Click **Save**.

3. Create a new form using a 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:
LBM M.S. Right to Transport

Campus: LBJ Middle School ▼

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):

This form must be submitted annually.

[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
🔍 ✖	Mockingbird ISD Dress Code- FAQ
🔍	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 *None* 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.

On the Form Editor page:

Current Language Context	Select the language of the form you are editing.
Name	The form name is displayed as entered in the previous step. Modify the field if necessary. The name should be typed in the language selected in **Current Language Context**. If a Spanish name is not provided, the English name will be displayed even if the parent is viewing txConnect in Spanish.
Campus	The campus is displayed as entered in the previous step. Modify the field if necessary. • Select a campus if the form is specific to one campus. • Select *None - District* if the form is for all campuses in the district.
Editable	• *Yes* - The fields on the form will be editable. • *No* - The fields on the form will not be editable.
Visible	The setting entered on the previous page is displayed, indicating if the form is visible to parents in txConnect. Modify the setting if necessary.
Archived	• *Yes* - Archive the form, which allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes. • *No* - Do not archive the form. Archived forms are *not* visible to parents in txConnect. New Student Enrollment forms cannot be archived.

Special Instructions or information for this form	The text box displays any text entered on the previous page. Modify the text if necessary, up to 2000 characters.

Form Fields

Field Name
Select the table-field you want to add to the form. The drop down lists all possible fields, including the field name, sequence number (if applicable), and table name. Once you select a table-field, all subsequent fields that you add to the form must come from the same type of table (either vertical with multiple records, or single record). The drop-down list in the subsequent rows will filter out the tables that can no longer be selected based on the selection in the first row. • A hyphen indicates a flat (single-record) table. • An asterisk indicates a vertical (multi-record) table.

For vertical table, some fields are mandatory, and they will automatically be added to the form even if you do not select them.

Mandatory fields:

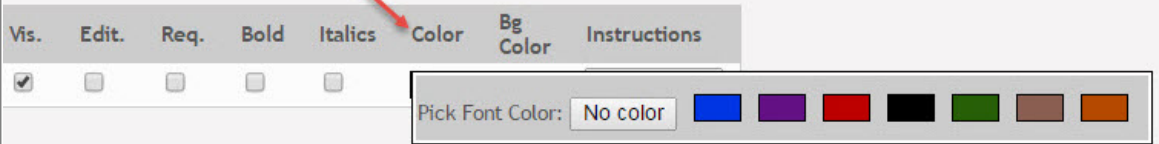| **Table**	**Mandatory Fields**
SR_PARENT	NAME_L NAME_F NAME_M
SR_HLTH_MED_COND	MED_COND_CD
SR_STU_RESTRICT	STU_RESTRICT_CD STU_RESTRICT_CATEG_CD (iTCCS only)
SR_DEMO	PAR1_NAME_L PAR1_NAME_F PAR1_NAME_M PAR2_NAME_L PAR2_NAME_F PAR2_NAME_M
SR_DEMO_CONTACT	NAME_L NAME_F NAME_M SEQ_NBR (iTCCS only)

Form field edits:

The following fields will have edits when used on a dynamic form:

• If a column has a DATA_TYP of STATE in DR_ORD_OPT_TYP, the entry will appear as a drop-down list with all of the US states, territories, and insular areas spelled out. When one is

selected, the standard two-character postal abbreviation is stored in the table.

• If a column has a DATA_TYP of NUMERIC in DR_ORD_OPT_TYP, the data entered by the user is checked to ensure that there are no invalid characters. It allows either all numbers or spaces. No alpha or special characters are allowed.

• If a column has a DATA_TYP of DATE in DR_ORD_OPT_TYP, the data is masked to force the format MM/DD/YYYY and checked to verify that it is a valid date. For example, 02/31/1995 is not a valid date, even though it is numeric and in the correct format.

• For a DATA_TYP of AREACODE, the data is masked to force the format ###.

• For a DATA_TYP of PHONENUM, the data is masked to force the format ###-####.

• For a DATA_TYP of ZIP5, the data is masked to force the format #####.

• For a DATA_TYP of ZIP4, the data is masked to force the format ####.

• For a DATA_TYP of SSN, the data is masked to force the format ###-##-####.

• In any cases where there are special characters in the display mask on the page, the characters are removed before saving to the SR_ORD table. Also, the date is reformatted to the format YYYYMMDD before saving.

• For a DATA_TYP of EMAIL, the data is checked to ensure that it fits a standard email format. It must have at least one character before an "@" symbol, at least one character between the "@" and the final period, and at least two characters after the final period. For example, the smallest email address that would be considered valid is a@b.cd. There can be multiple periods in the address (e.g., first.last@email.net).

• If a column has an HTML_TYP of DROPDOWN and includes the name of a lookup table, lookup ID, and value fields, the drop down is populated from that table.

• If a column has an HTML_TYP of RADIO_YN, it displays as ◌Y ◌N.

• If a column has an HTML_TYP of TEXT, and a FLD_LEN is given, the text entered into the field is limited to the number of characters specified in FLD_LEN.

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.
Bold	Select if you want the field to be displayed in a bold font.
Italics	Select if you want the field to be displayed in an italic font.
Color	Click the box to select a color for the field text, if you prefer a color other than black. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black). Click a color to select it, and the window closes.
Bg Color	Click the box to select a background color for the field. A pop-up window opens that provides seven background color choices, as well as the option for no color. Click a color to select it, and the window closes. The form is automatically shaded with an alternating (light/dark) gray background when displayed for parents in txConnect. If you do not select a color, or if you select **No Color**, the background will be gray.

Instructions

Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens.

Default Instructions	Any instructions entered on the Form Field Management page are displayed. They cannot be changed here.
Field Instructions	Add or update any additional instructions for the field. These instructions will be appended to the **Default Instructions** when the parent accesses the form in txConnect.
Bold	Select if you want the instructions to be displayed in a bold font. This selection will apply to all text typed in the **Field Instructions** area.
Italics	Select if you want the instructions to be displayed in an italic font. This selection will apply to all text typed in the **Field Instructions** area.
Color	

Click **Close**.

To remove a column from the form, click the delete icon ⊠ for the column.

It is removed from the list, but it is not actually deleted until you click **Save**.

Click **Save**.

NOTE: If you created a form with fields from a vertical table, some required additional fields may be added automatically. If so, a message is displayed prompting you to review the fields before saving.

Note the added fields. These fields cannot be removed; the delete icon ✖ is not displayed.

Click **Save** again.

Based on the settings in the example above, the form will look like this to the parent in txConnect:

LBM M.S. Right to Transport

This form must be submitted annually.

Indicates a pending change.

Contact: First Name	{Pending Data}
Contact: Last Name	{Pending Data}
Contact: Occupation	{Pending Data}
Contact: Right to Transport	{Pending Data}

Vehicle

Contact: Vehicle Make	{Pending Data}
Contact: Vehicle Model	{Pending Data}
Contact: Vehicle License Plate Number	{Pending Data}

Contact: Driver License State	{Pending Data}
Contact: Driver License Number	{Pending Data}
Contact: Middle Name	{Pending Data}

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

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. Th

| < Forms | Preview Form | Copy Form |

Current Language Context: English ▼

4. Create a new form by copying an existing form.

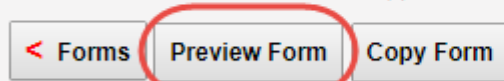|	

Copy Form	Click to create a new form that is an exact duplicate of the form you are copying.
	
	• Only static and dynamic forms can be copied.
	
	• Only saved changes are copied to the new form; unsaved changes are not copied.
	
	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
	
	`< Forms` `Preview Form` `Copy Form`
	
	Current Language Context: English ▾
	Name: Contacts Campus: None - District ▾
	Editable: ◉ Yes ○ No Visible: ◉ Yes ○ No
	
	A text box is displayed allowing you to type a name for the new form. The new form name cannot already be in use by another form, and it must be three or more characters.
	
	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
	
	`< Forms` `Preview Form` `Save` `Contacts - Athletics`
	
	Current Language Context: English ▾
	
	Click **Save**.
	
	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 th
	
	`< Forms` `Preview Form` `Save` `Contacts - Athletics` The form has been copied: Contacts - Athletics - ID: 16
	
	The new form is now displayed on the [Forms Management](#) page and can be modified as needed.

Preview a form:

Preview	Click to view the saved changes to the form. • Only static and dynamic forms can be previewed. _New Student Enrollment_ forms cannot be previewed. • In the preview window, data cannot be edited or saved. The form opens in a pop-up window or different tab allowing you to view the form as it will be displayed to parents in txConnect.

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