



ASCENDER GUIDES





# Table of Contents

**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 columns 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.

## View forms:

<b>Available Forms (right)</b>	<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 <b>Campus</b> is blank, the form is associated with all campuses in the district.</p>
--------------------------------	---

## Create a new form:

**New Form (left)**



## Back Cover