



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 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.

Form Management
This is where you can add new forms or edit and delete existing forms.

New Form

Name:

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):



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 |
| | Statement of Special Education Services | standard | | True | 13 |
| | Student Directory Information Release | standard | | True | 4 |
| | Student Media Release | standard | | True | 1 |

View forms:

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

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.

Create a new form:

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**:

Form Management

This is where you can add new forms or edit and delete existing forms.

New Form

Name:




Campus:

Visible: ☒ Yes ☐ No

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

Special instructions or information for this form (max 2000):

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 |

| | |
|------|--|
| Name | |
|------|--|

CREATE A FORM USING DATA FIELDS:

PP

| | |
|--------|--|
| Campus | 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. |
|--------|--|

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 | Visible |
|---|--------|---------|
| 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 | | |

Add Static form added successfully. ←

Repeat for all remaining static forms.
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.

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: LBM M.S. Right to Transport

Campus: LBJ Middle School ▼

Editable: ☐ Yes ☒ No

Visible: ☒ Yes ☐ No

Archived: ☐ Yes ☒ No

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

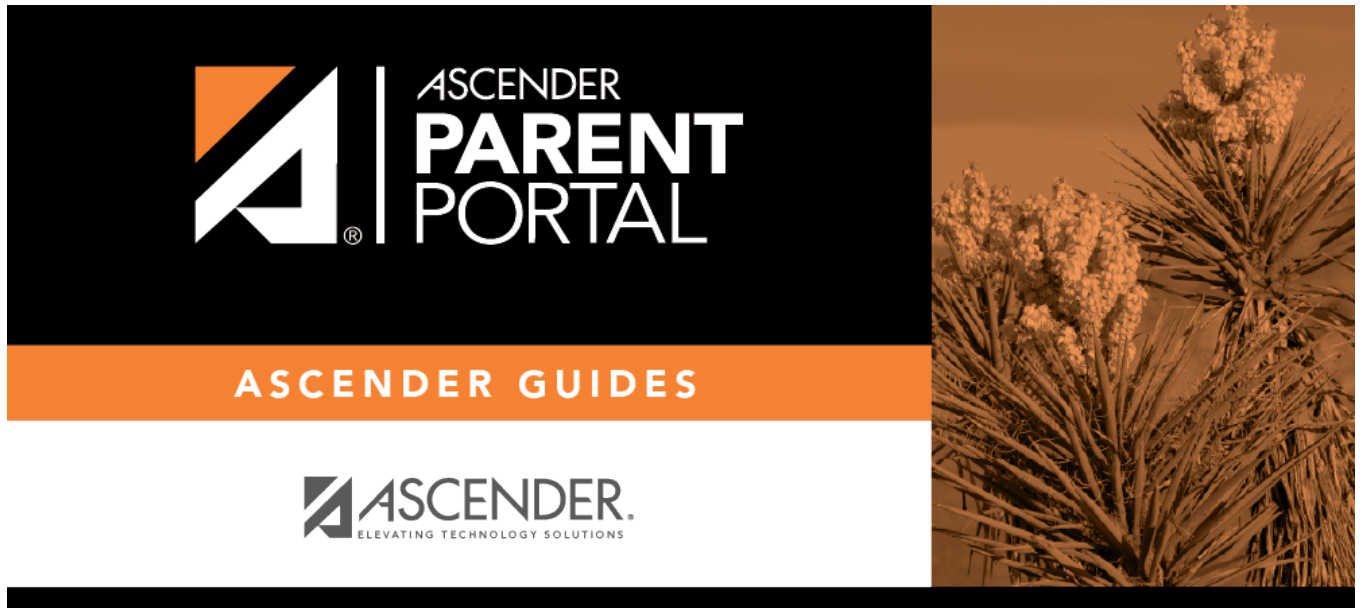
This form must be submitted annually.

Form Fields [Add](#) ←Add a field to the form.

Please use the Add buttons, located above and below, to add fields to this form.

[Add](#) ←Add a field to the form.

No fields have been added.



Back Cover