



ASCENDER GUIDES



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Online Registration Creator

txConnect Admin > Administrator Options > Settings > Forms Management > Online Registration

This page allows district-level users to create a template (i.e., set of forms) for student online registration.

Online registration refers to forms required annually for students, which is not the same as Online Enrollment.

Manage forms:

Online Registration Date Range (right)	The following data is displayed for your reference as entered on txConnect Admin > Settings and cannot be updated here.
Available Forms (left)	<p>The list includes all existing district-level forms (created on the Form Management page), organized by form type, and excluding campus-level forms and forms that are specifically for Student Enrollment.</p> <p>To add a form to the Online Registration template, hover over the form name and click the arrow button.</p> <p>The form moves to the right.</p>
selected forms (right)	<p>The selected forms are listed on the right in the order in which they were added.</p> <p>Instructions for each form are displayed as entered on the Form Editor page and cannot be updated here.</p> <p> - Use the hand icon to drag and drop forms into the order in which you want them displayed to parents.</p> <p> - Click to remove the form from the list. The form moves back to the Available Forms list (left).</p> <p>By default, the Registration and Contact forms are included, which contain all possible fields a parent may need to review annually.</p> <p>TIP: It is recommended that districts create a customized registration form (using the Form Management page) for Online Registration that include only the fields that districts want parents to review annually.</p> <p>Also, the <i>Home Language Survey</i> standard form, which is required for new student enrollment, is only required once when the student enrolls in the district. This form is not listed for Online Registration.</p>

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