



ASCENDER GUIDES



Table of Contents

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:

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
	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 <i>None</i> 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.

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:

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.

On the Form Editor page:

Current Language Context	Select the language of the form you are editing.
Name	<p>The form name is displayed as entered in the previous step. Modify the field if necessary.</p> <p>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.</p>
Campus	<p>The campus is displayed as entered in the previous step. Modify the field if necessary.</p> <ul style="list-style-type: none"> • Select a campus if the form is specific to one campus. • Select <i>None - District</i> if the form is for all campuses in the district.
Editable	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. <p>Archived forms are <i>not</i> visible to parents in txConnect.</p> <p>New Student Enrollment forms cannot be archived.</p>
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:

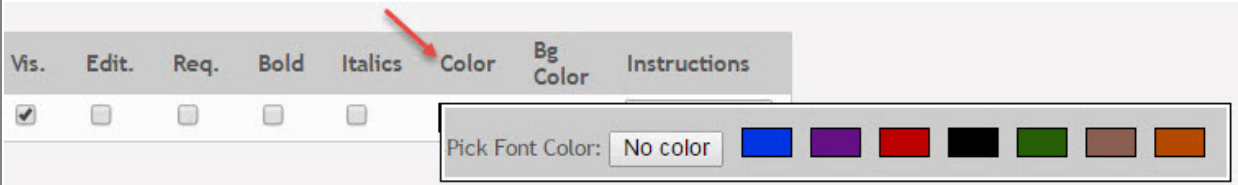
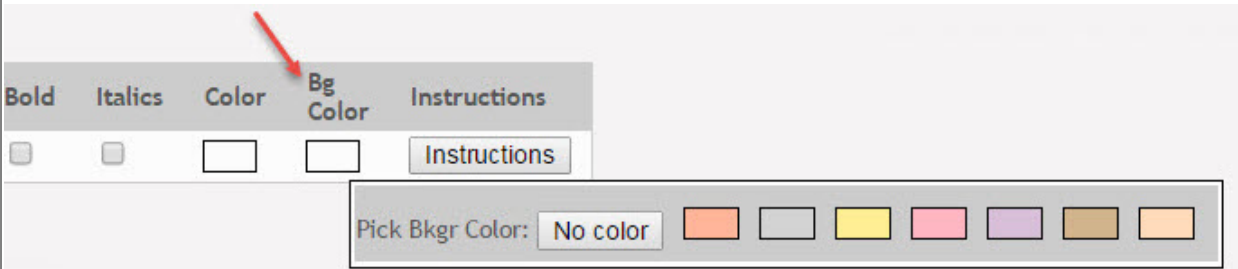
The following fields will have edits when used on a dynamic form:

- 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 <i>Spanish</i> 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	<p>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.</p> <p>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.</p> <p>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.</p>
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	<p>Select to allow parents to update data in this field from the form.</p> <ul style="list-style-type: none"> • If selected, the form field will be editable, but only if the field is also set to Updateable=<i>true</i> on the Form Field Management page. • If <i>not</i> selected, this will override the other setting, and the form field will not be editable. • This setting does not apply to <i>New Student</i> 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	<p>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).</p>  <p>Click a color to select it, and the window closes.</p>
Bg Color	<p>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.</p>  <p>Click a color to select it, and the window closes.</p> <p>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.</p>

Instructions

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

The screenshot shows a table with columns: Field Set, Vis., Edit., Req., Bold, Italics, Color, Bg Color, and Instructions. The 'Instructions' column has a button labeled 'Instructions' which is circled in red. A pop-up window is open over this button, titled 'Default Instructions:'. Inside the pop-up, there is a section 'Field Instructions (max 250):' with three options: 'Bold:' with a checkbox, 'Italics:' with a checkbox, and 'Color:' with a color selection box. At the bottom of the pop-up is a 'Close' button.

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.

The screenshot shows a table titled 'Form Fields' with columns: Del., Field Name, Friendly Name, Order, Field Set, Vis., Edit., Req., Bold, Italics, Color, Bg Color, and Instructions. The row for 'TRANSPORT_IND (*) SR_PARENT' is selected, and a red 'X' delete icon is visible in the 'Del.' column. A red arrow points to the 'Save' button in the top right corner. A note at the top right states: 'Field instructions over 500 characters will be truncated.'

Del.	Field Name	Friendly Name	Order	Field Set	Vis.	Edit.	Req.	Bold	Italics	Color	Bg Color	Instructions
	NAME_L (*) SR_PARENT	Contact: Last Name	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Instructions
	NAME_F (*) SR_PARENT	Contact: First Name	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Instructions
<input checked="" type="checkbox"/>	TRANSPORT_IND (*) SR_PARENT	Contact: Right to Transport	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			Instructions
<input checked="" type="checkbox"/>	DL_ST (*) SR_PARENT	Contact: Driver License State	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Instructions

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.

One or more fields have automatically been added to your form. Review these new fields, and then click Save if needed.

Form Fields ←Add a field to the form.

Del.	Field Name	Friendly Name	Order	Field Set	Vis.	Edit.	Req.	Bold	Italics	Color	Bg Color	Instructions
	NAME_L (*) SR_PARENT	Contact: Last Name	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
	NAME_F (*) SR_PARENT	Contact: First Name	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	TRANSPORT_IND (*) SR_PARENT	Contact: Right to Transport	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	DL_ST (*) SR_PARENT	Contact: Driver License State	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	DL_NBR (*) SR_PARENT	Contact: Driver License Number	9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	VEH_MK (*) SR_PARENT	Contact: Vehicle Make	5	Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	VEH_MDL (*) SR_PARENT	Contact: Vehicle Model	6	Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	VEH_LIC (*) SR_PARENT	Contact: Vehicle License Plate Num	7	Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	OCCUPATION (*) SR_PARENT	Contact: Occupation	3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Instructions"/>
	NAME_M (*) SR_PARENT	Contact: Middle Name	25		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>

←Add a field to the form.

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

Click **Save** again.

Form saved successfully.

Form Fields ←Add a field to the form.

Del.	Field Name	Friendly Name	Order	Field Set	Vis.	Edit.	Req.	Bold	Italics	Color	Bg Color	Instructions
	NAME_L (*) SR_PARENT	Contact: Last Name	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
	NAME_F (*) SR_PARENT	Contact: First Name	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	TRANSPORT_IND (*) SR_PARENT	Contact: Right to Transport	4		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	DL_ST (*) SR_PARENT	Contact: Driver License State	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	DL_NBR (*) SR_PARENT	Contact: Driver License Number	9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	VEH_MK (*) SR_PARENT	Contact: Vehicle Make	5	Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	VEH_MDL (*) SR_PARENT	Contact: Vehicle Model	6	Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	VEH_LIC (*) SR_PARENT	Contact: Vehicle License Plate Num	7	Vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>
<input checked="" type="checkbox"/>	OCCUPATION (*) SR_PARENT	Contact: Occupation	3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Instructions"/>
	NAME_M (*) SR_PARENT	Contact: Middle Name	25		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="button" value="Instructions"/>

←Add a field to the form.

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

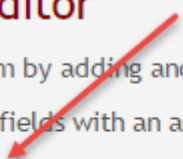
Contact: Vehicle Make	{Pending Data}
Contact: Vehicle Model	{Pending Data}
Contact: Vehicle License Plate Number	{Pending Data}
Contact: Driver License State	{Pending Data}
Contact: Driver License Number	{Pending Data}
Contact: Middle Name	{Pending Data}

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. TI

 < **Forms** Preview Form Copy Form

Current Language Context: English ▼



Back Cover