Using Custom Forms

GREG STURGILL

HAWKINS COUNTY SCHOOLS

Volunteer High School (105)

Home | Students | Families | Staff | Student Services | Food Service | Office | Administration | Educator Access Plus | Advanced Features | Federal/State Reporting | Custom Reports

Custom Forms Tab

- Picture
- Custom Forms
  - CHS G Suite 2018-19
  - Attend-Upper End
  - Attendance Letter
  - BGS Drivers License ...
  - CH DL Attendance N...
  - CH DL Grades Nonc...
  - CHMS Drivers Licens...
  - CHS Drivers License ...
  - CHS Returning Stud...
  - Clinch Drivers Licens...
  - CS DL Attendance N...
  - CS DL Grades Nonc...
  - DL Attendance Nonc...
  - DL Grades Noncomp...
  - EPSO
  - G Suite
  - Hawkins County Juv...
  - RMS Drivers License...
  - SMS Drivers License ...

Student: [redacted] Ranges | Add | Delete | Transfer | Pseudo

Grad Year (Grade): 2019 (12) DOB (Age): [redacted] Entity, School, Status: 105, 105, A Default: 105, 105, A

Customize

Advisor: Morrison, Buddy R Gender: F NY Status: A Other ID: Phone:

EPSO

ACT 21+:	
ASVAB AFQT:	
ASVAB Score:	
EPSO 1:	x
EPSO 2:	x
EPSO 3:	
EPSO 4:	
Industry Certification:	
Name of Course:	DE HIST I
Name of Course 2:	DE HIST II
Name of Course 3:	
Name of Course 4:	
SAT 1060+:	
Type of Certification:	

Edit | Print | Delete | History

With a Custom Form, information can easily be seen in Student Profile

Custom Forms have serval uses

CHS G Suite 2018-19
Attend-Upper End
Attendance Assessm…
Attendance Letter
BGS Drivers License …
CH DL Attendance N…
CH DL Grades Nonc…
CHMS Drivers Licens…
CHS Drivers License …
CHS Returning Stud…
Clinch Drivers Licens…
CS DL Attendance N…
CS DL Grades Nonc…
DL Attendance Nonc…
DL Grades Noncomp…
Early Dismissal Plan
EPSO
G Suite
Hawkins County Juv…
Home Lang Survey
Home Language Sur…
Medical Consent
Military Survey
RMS Drivers License…
SMS Drivers License…
Student Directory Inf…
Tier 1 Truancy Contract
Tier 2 Truancy Contract
Tier 3 Truancy Contract
TRB Aaron
TRB CHS
TRB Kristin
VH DL Attendance N…
VH DL Grades Nonc…
VHS Drivers License …

Driver's License Form (1010)

DEPT OF SAFETY USE ONLY

Rogersville Middle School
958 East McKinney Ave.
Rogersville, TN 37857
County: Hawkins County Schools Phone: (423) 272-7629

Phone (423) 272-7603

Certificate of Compulsory Attendance

Student Name: Date of Birth: 04/15/1986 Race: WHITE

Gender: Male

Driver's License: State: PIN: Phone:

Street Address:

Legal Guardian Name:

[CERT]
I, the undersigned school official, pursuant to T.C.A. 55-50-321, do hereby certify that the above student is in compliance with the compulsory school attendance laws as required in T.C.A. 49-6-3017.

Printed Name:_____ Signature: _____ Date: _____
Title:_____
Phone:_____

Military Survey

Military Survey

1. Student's Name

2. Name of Parent/Guardian 1

3. Name of Parent/Guardian 2

4. Is either parent/guardian enlisted **full-time** in the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, or Active Guard Reserve?

5. Does either parent/guardian participate in the **National Guard** on a **part-time** basis?

6. Does either parent/guardian participate on a **part-time** basis in the reserves of a branch of the Armed Forces (**Army, Navy, Air Force, Marine Corps, or Coast Guard**)?

As required under the Every Student Succeeds Act (ESSA), § 1111(h)(1)(C)(ii), each state's report card must include information for students with a parent who is a member of the Armed Forces. Beginning in the 2017-18 school year, districts are required to identify students whose parent(s) or legal guardian(s) fall within military-related classifications. According to the U.S. Department of Education (USEd):

"We want all military-connected school children to have an equal and fair opportunity for academic success. This requires that those individuals who make up our nation's educational system, our teachers, principals, school nurses, coaches, and counselors understand the unique situations the children of our service members experience."

In the event of serious illness or injury to a student, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered. The parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported by ambulance to the hospital emergency room. Efforts to notify the parent(s) will continue until they are reached.

I give my permission for school personnel to assist my child in administering the following medications for minor injuries/illness. The school will furnish the following medications as needed and when available: antibiotic ointment (minor cuts/abrasions), anti-itch cream (soothe rashes/hives), insect sting swabs (bee stings--DOES NOT treat allergic reactions), and saline (minor eye irritations).

I give my permission for my child to receive and participate in health and related services offered by the school system. Such services may include services of a school nurse, school counselor, health educator, dental and nutrition programs, vision, speech/hearing, height/weight, blood pressure, scoliosis and communicable disease screenings. If screening results are not within normal limits, you will be notified.

Parent Name _____ Date _____

List any exceptions to the above

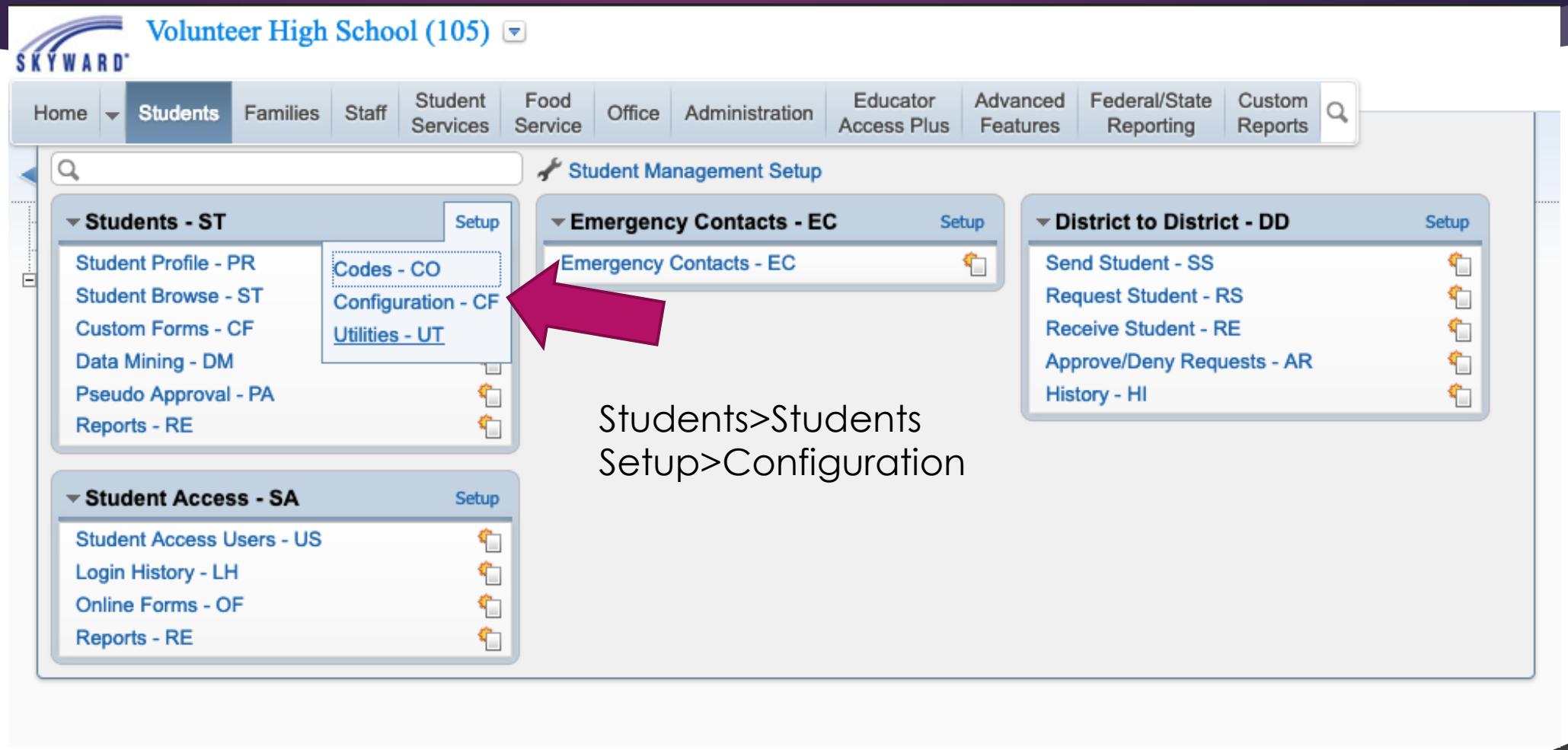
Name of Doctor's Office _____

Doctor's Name

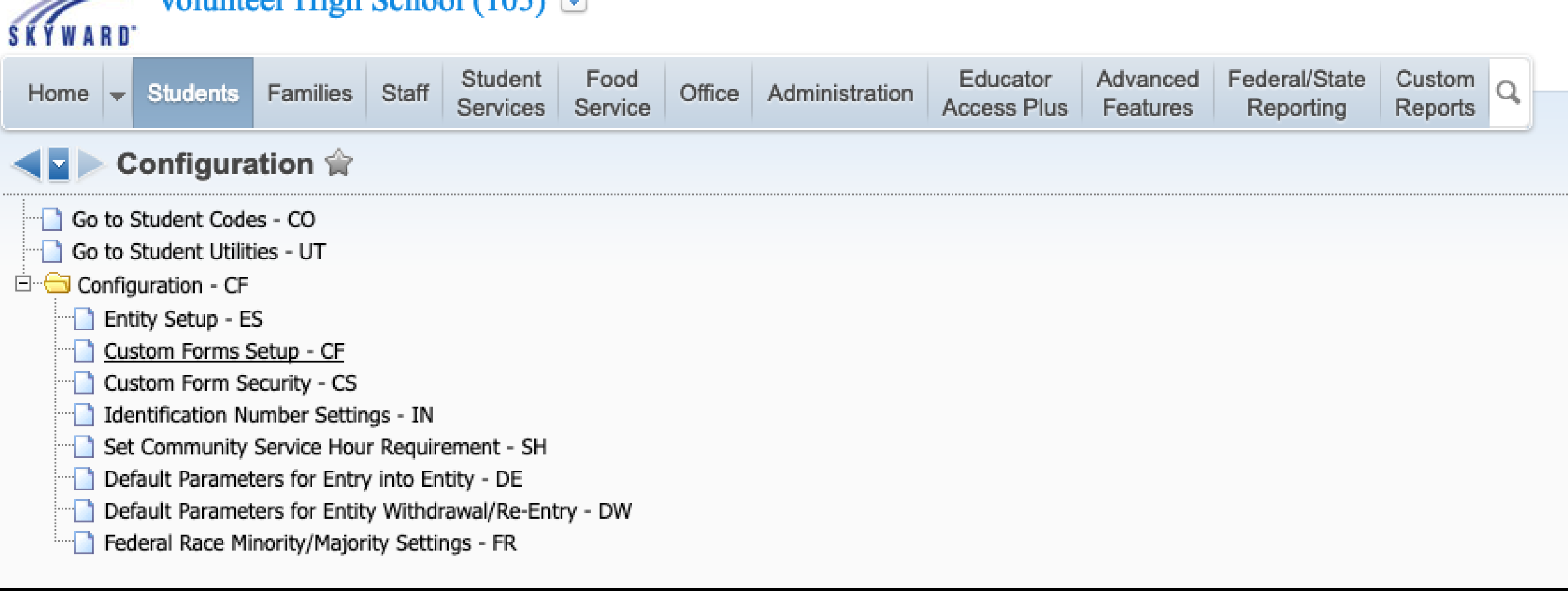
Doctor's Address and Phone Number

Medical Consent

Setting up a Custom Form



Students>Students Setup>Configuration



Custom Forms Setup

Custom Student Forms

Views: General | Filters: *1) Show All Custom Forms

Custom Student Form Name	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form Type	Status
BGS Drivers License Report	2	1	0	0	Multiple forms per student	Active
Attend-Upper End	1	1	0	0	Multiple forms per student	Active
Attendance Letter	1	1	0	0	Multiple forms per student	Active
CH DL Attendance Noncompliance	2	1	0	0	Multiple forms per student	Active
CH DL Grades Noncompliance	2	1	0	0	Multiple forms per student	Active
CHMS Drivers License Report	2	1	0	0	Multiple forms per student	Active
CHS Drivers License Report	2	1	0	0	Multiple forms per student	Active
CHS Google Consent Form 2018-19	1	1	0	0	Single form per student	Active
CHS Returning Student Verification 2018-19	1	1	0	0	Single form per student	Active
Clinch Drivers License Report	2	1	0	0	Multiple forms per student	Active
CS DL Attendance Noncompliance	2	1	0	0	Multiple forms per student	Active
CS DL Grades Noncompliance	2	1	0	0	Multiple forms per student	Active
DL Attendance Noncompliance	2	1	0	0	Multiple forms per student	Active
DL Form SF 1010	0	1	0	0	Single form per student	Inactive

Switch System

Add

Edit

Delete

Inactivate

Clone

View Forms

Import Data

Back

Add a New Form

Form Maintenance

Form

System: Custom Student

* Form Name: Title

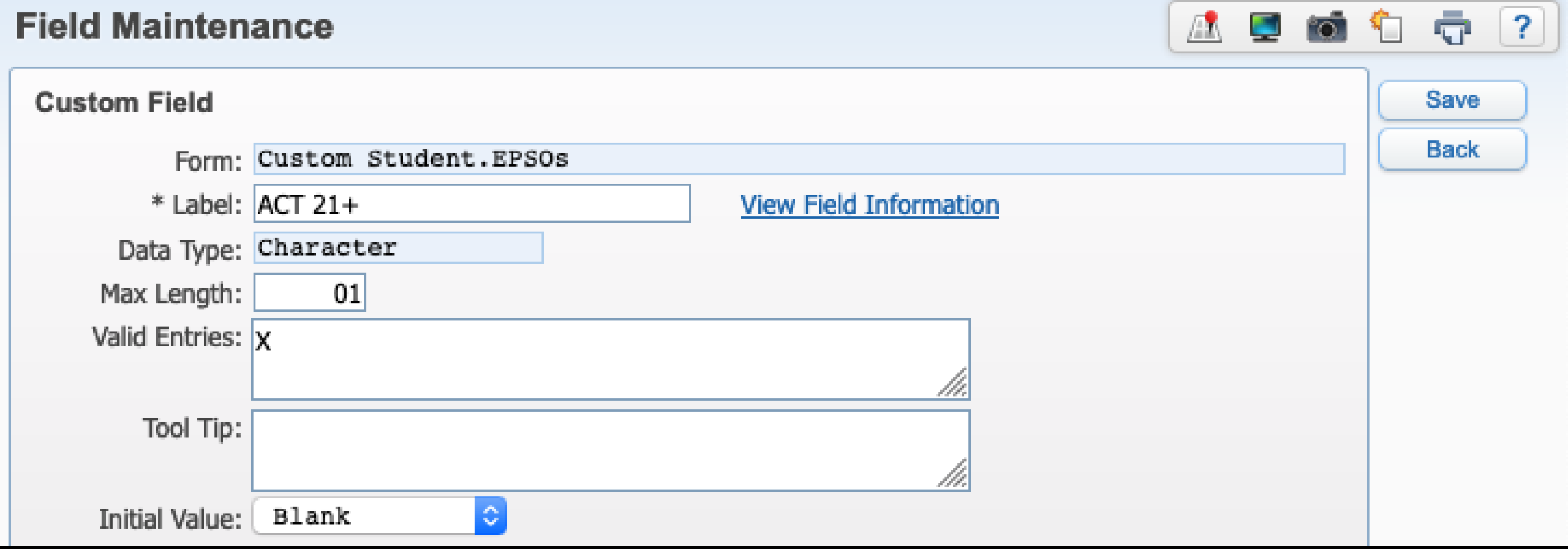
Form Type: Single form per student Multiple forms per student

Save And Go To Next Step

Save

Back

Asterisk (*) denotes a required field



Fields will show in Student Profile alphabetically.

Field Maintenance

Custom Field

Save

Back

Form: Custom Student.EPSOs

* Label: ACT 21+

View Field Information

Data Type: Character

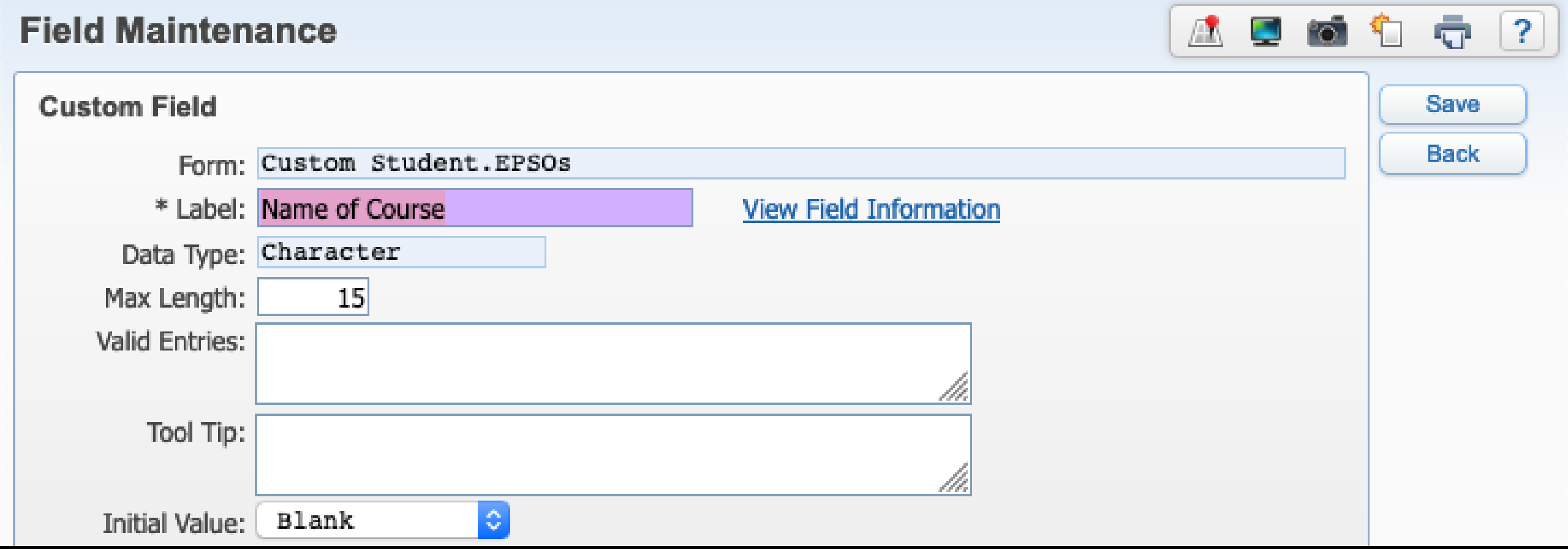
Max Length: 01

Valid Entries: X

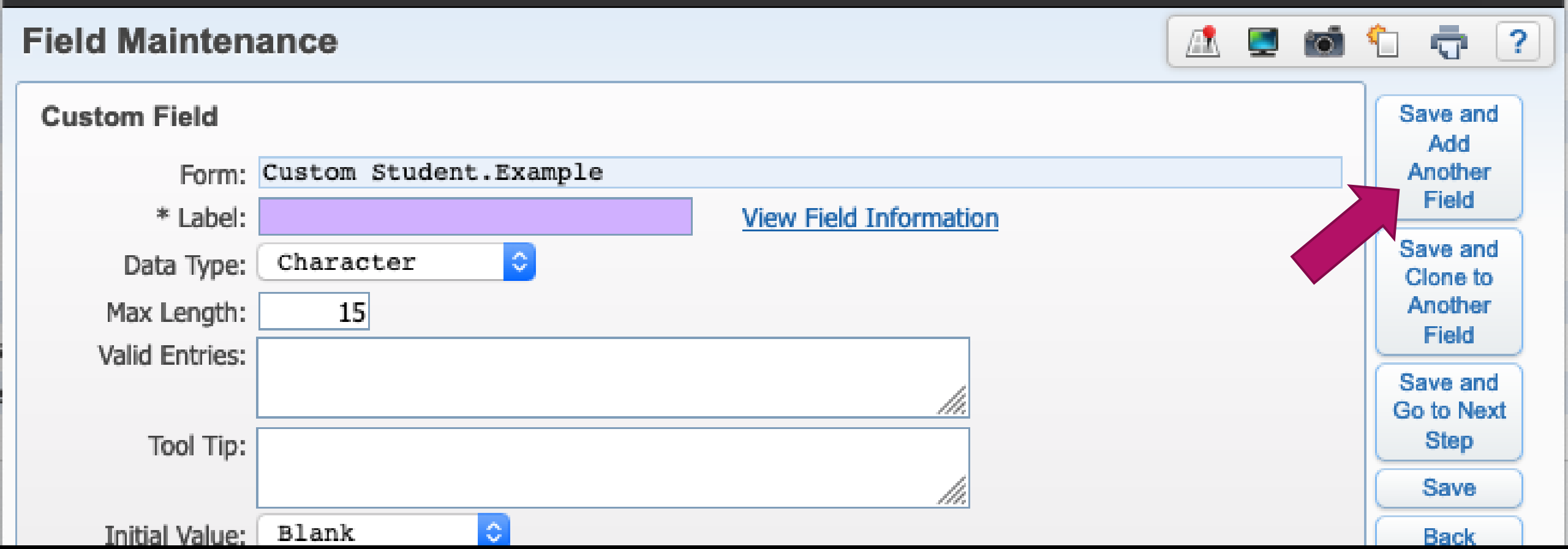
Tool Tip:

Initial Value: Blank

Limiting it to one character and a valid entry of “X” will give the user a drop box



Some fields you may want freeform text. You can always edit later if needed

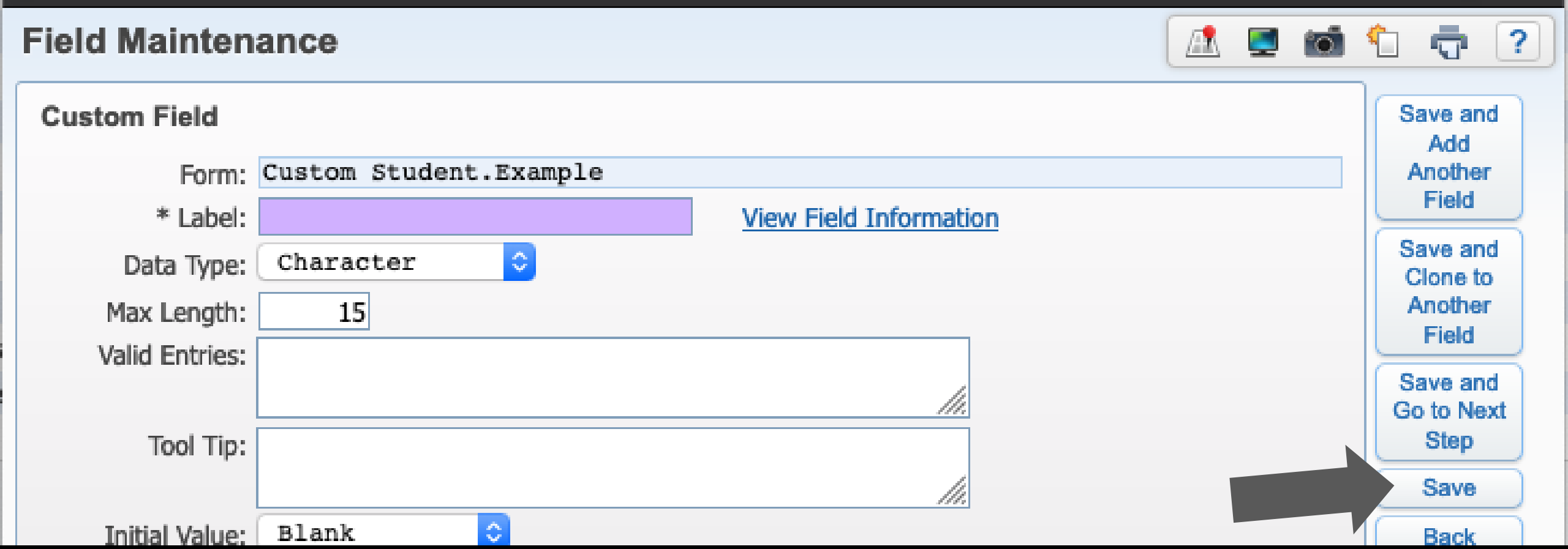


When finished with a field, click “Save and Add Another Field”

For ESPOs, I added the following fields

Custom Fields Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	ACT 21+	Character				View Field Information
Edit	Delete	ASVAB AFQT	Character				View Field Information
Edit	Delete	ASVAB Score	Character				View Field Information
Edit	Delete	EPSO 1	Character				View Field Information
Edit	Delete	EPSO 2	Character				View Field Information
Edit	Delete	EPSO 3	Character				View Field Information
Edit	Delete	EPSO 4	Character				View Field Information
Edit	Delete	Industry Certification	Character				View Field Information
Edit	Delete	Name of Course	Character				View Field Information
Edit	Delete	Name of Course 2	Character				View Field Information
Edit	Delete	Name of Course 3	Character				View Field Information
Edit	Delete	Name of Course 4	Character				View Field Information
Edit	Delete	SAT 1060+	Character				View Field Information
Edit	Delete	Type of Certification	Character				View Field Information



When finished adding fields, click "Save"

Custom Fields

Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	ACT 21+	Character				View Field Information
Edit	Delete	ASVAB AFQT	Character				View Field Information
Edit	Delete	ASVAB Score	Character				View Field Information
Edit	Delete	EPSO 1	Character				View Field Information
Edit	Delete	EPSO 2	Character				View Field Information
Edit	Delete	EPSO 3	Character				View Field Information
Edit	Delete	EPSO 4	Character				View Field Information
Edit	Delete	Industry Certification	Character				View Field Information
Edit	Delete	Name of Course	Character				View Field Information
Edit	Delete	Name of Course 2	Character				View Field Information
Edit	Delete	Name of Course 3	Character				View Field Information
Edit	Delete	Name of Course 4	Character				View Field Information

You may add additional fields later if you want more information on the form

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Custom Fields Add Field

		Label	Data Type	Read Only	Required	Initial	
Edit	Delete	ACT 21+	Character				View Field Information
Edit	Delete	ASVAB AFQT	Character				View Field Information
Edit	Delete	ASVAB Score	Character				View Field Information
Edit	Delete	EPSO 1	Character				View Field Information
Edit	Delete	EPSO 2	Character				View Field Information
Edit	Delete	EPSO 3	Character				View Field Information
Edit	Delete	EPSO 4	Character				View Field Information
Edit	Delete	Industry Certification	Character				View Field Information
Edit	Delete	Name of Course	Character				View Field Information
Edit	Delete	Name of Course 2	Character				View Field Information
Edit	Delete	Name of Course 3	Character				View Field Information
Edit	Delete	Name of Course 4	Character				View Field Information
Edit	Delete	SAT 1060+	Character				View Field Information
Edit	Delete	Type of Certification	Character				View Field Information

Skyward Fields to Use Select Fields

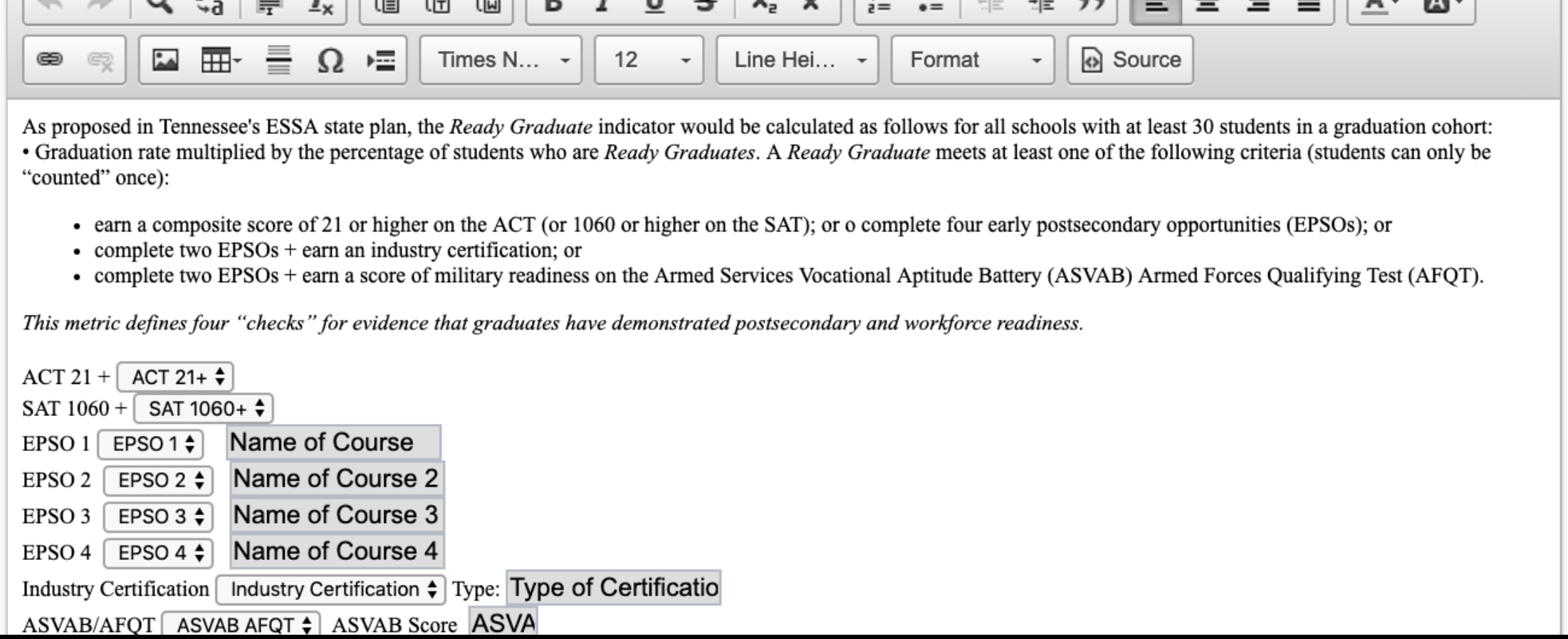
No Skyward Fields Exist

Advanced Custom Forms Add Advanced Form

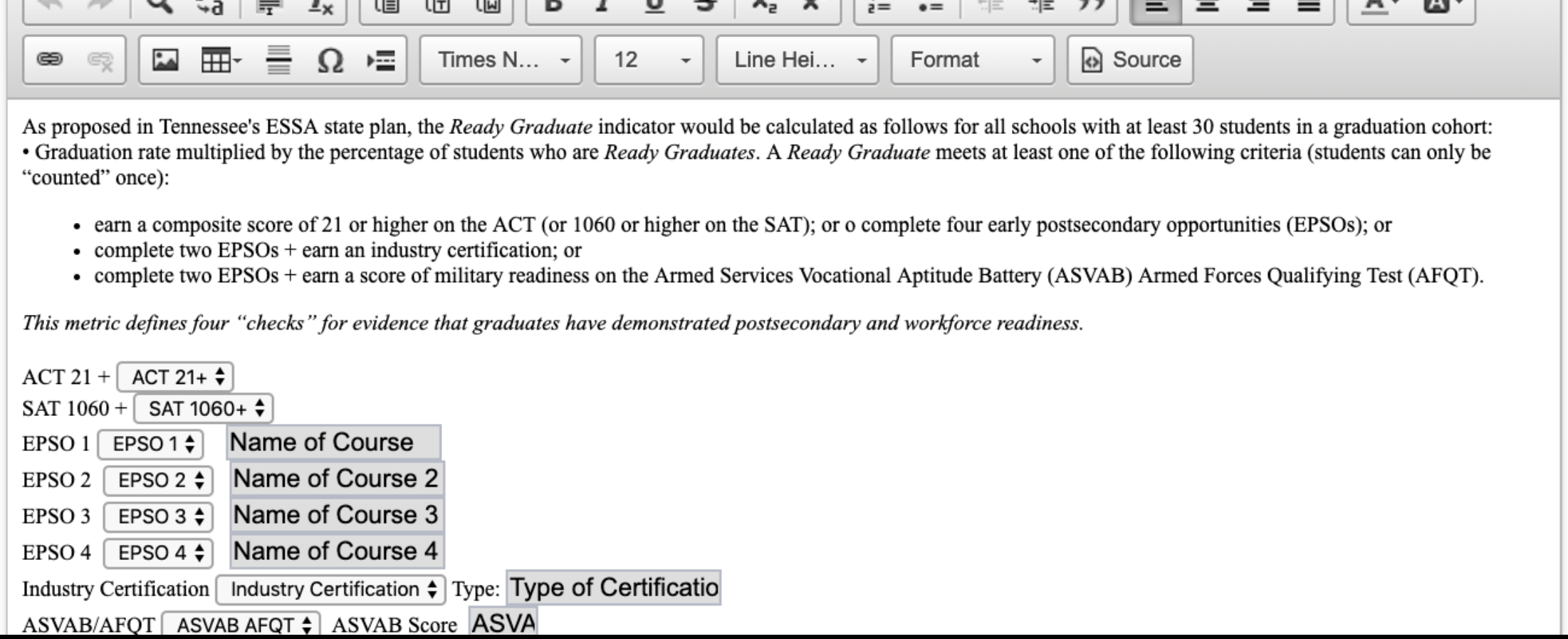
		Form Name	Secured	Backup Options	Browse/Tab Display Order
Edit	Delete	EPSO	No	Save Current Version as Backup	Modify Display Order

Custom Screens Add Screen

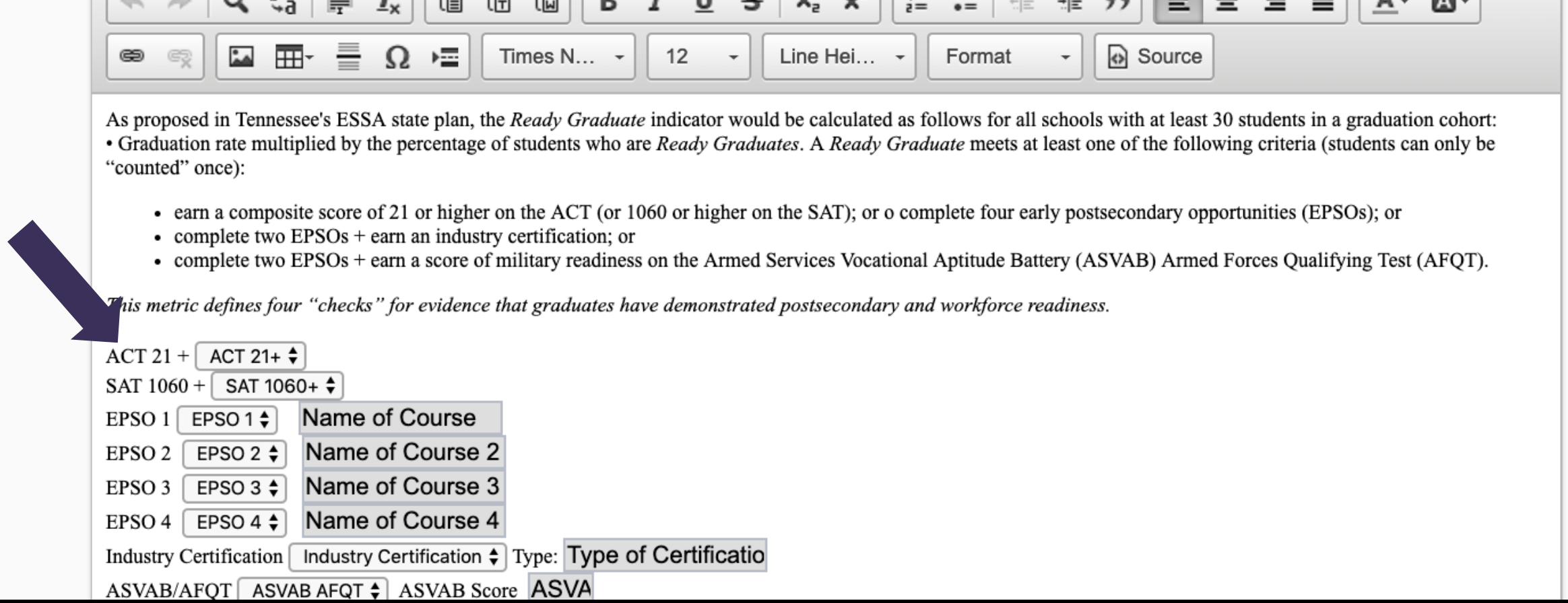
Click "Add Advanced Form"



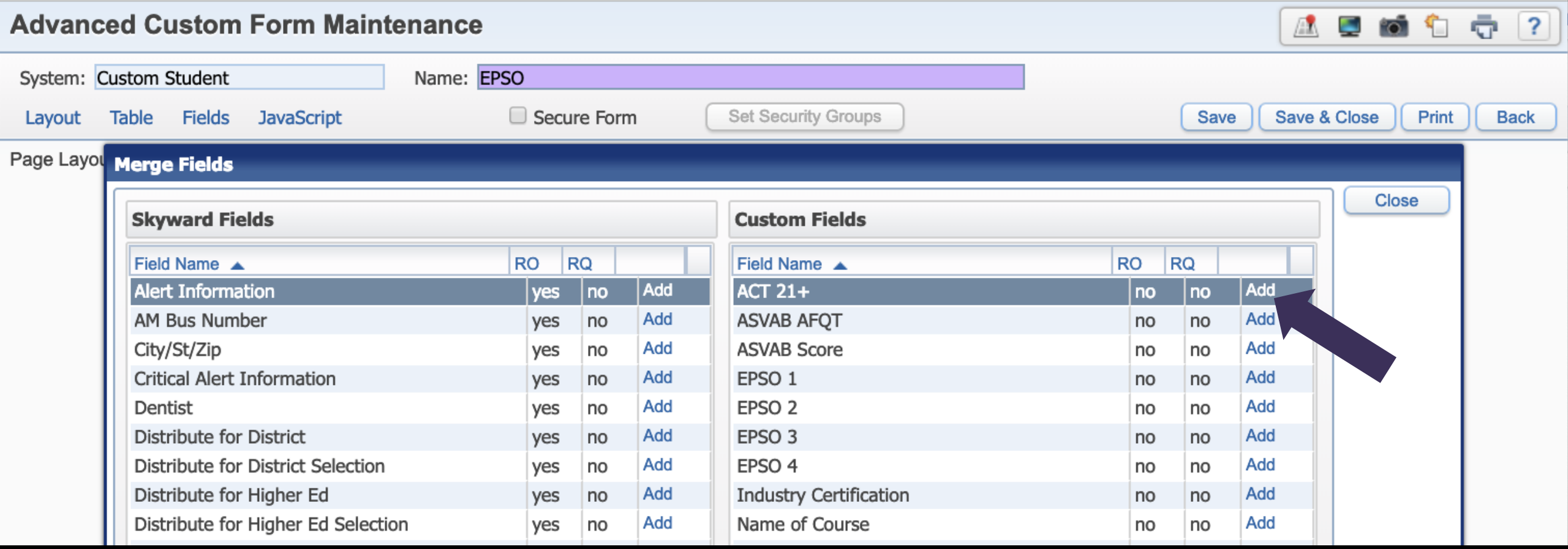
You may type any instructions/information here you wish



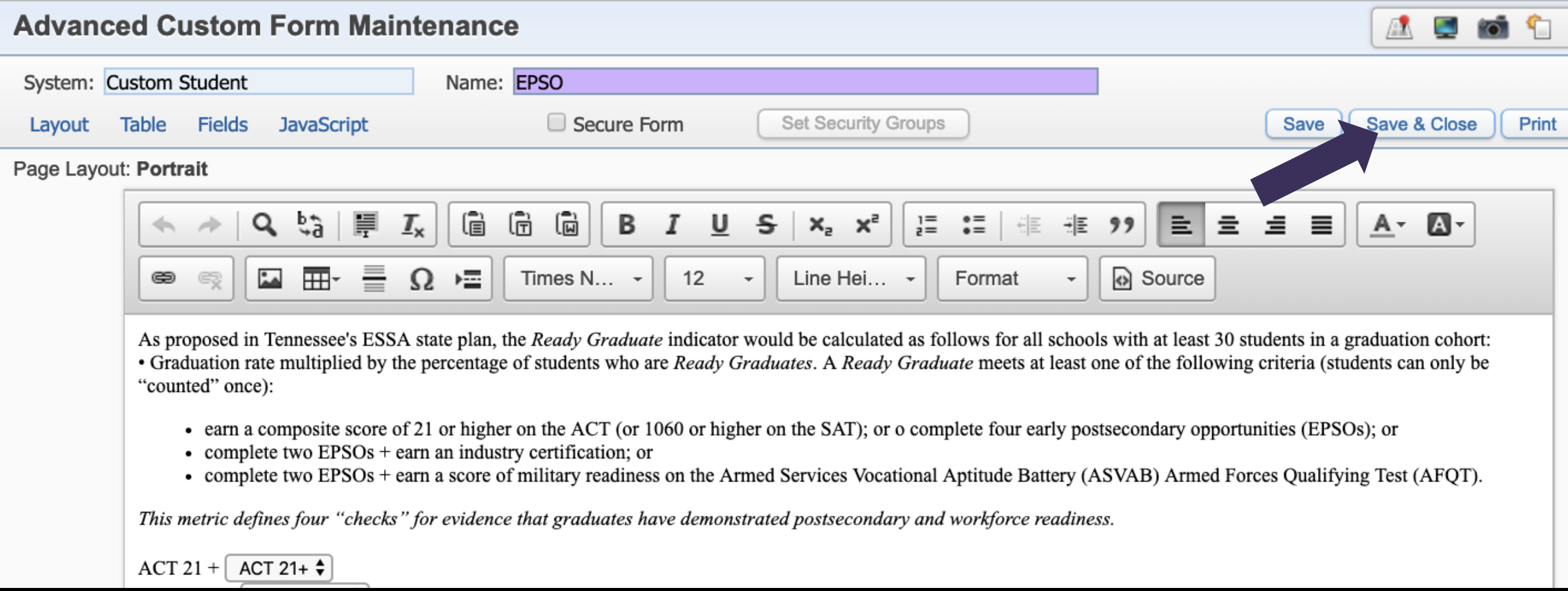
For EPSOs, I copied information from the ReadyGraduate FAQ



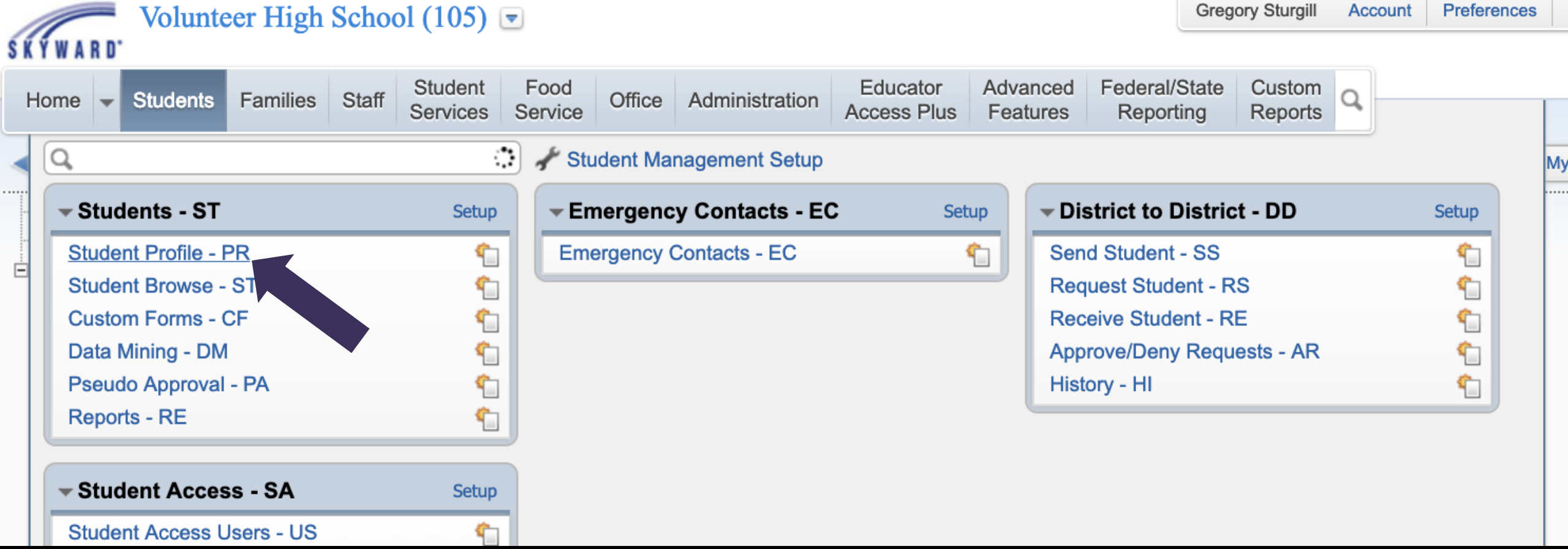
When you are ready for the fields you entered, type a descriptor first



Then click "Fields" and then "Add" the field for that descriptor

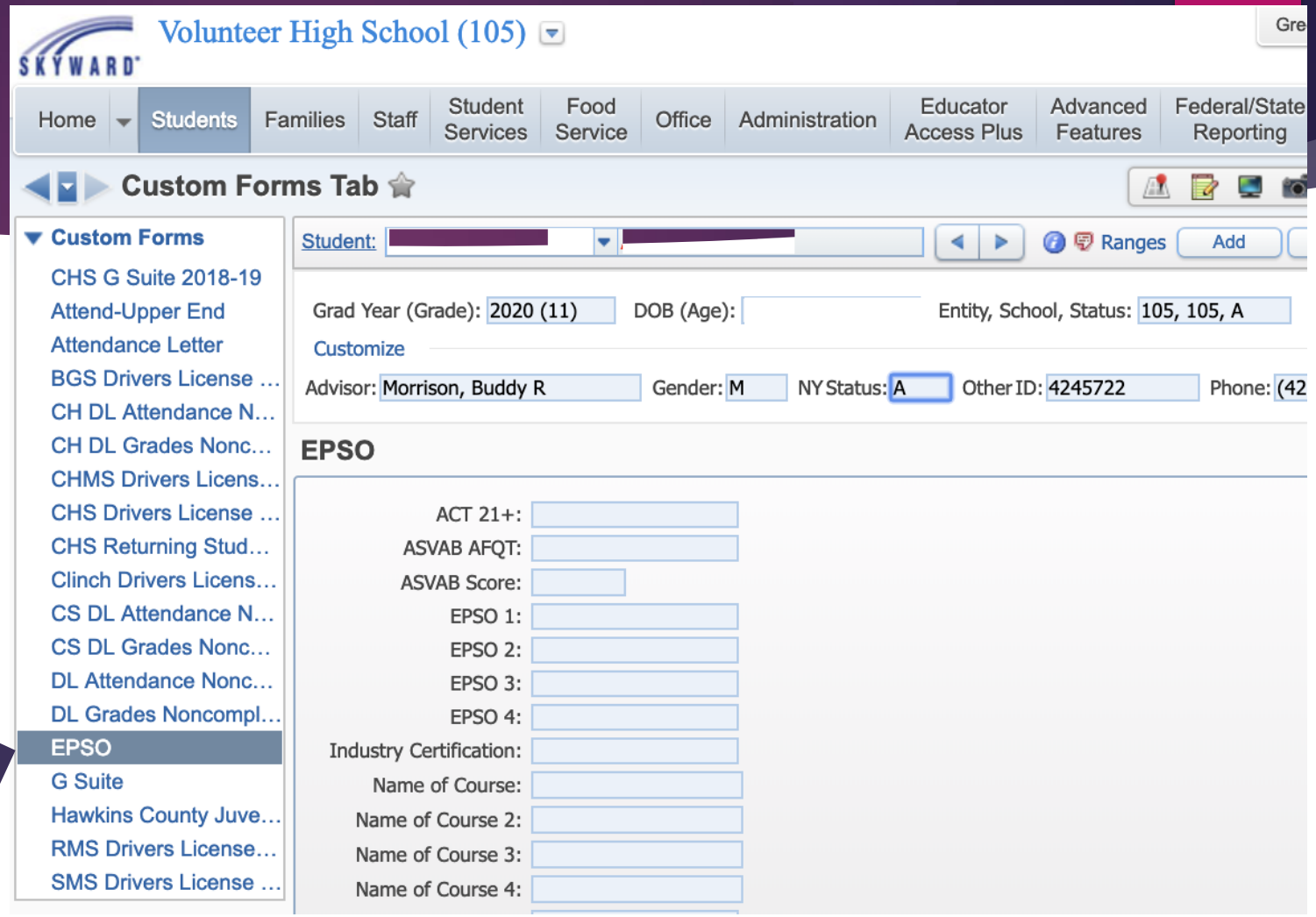


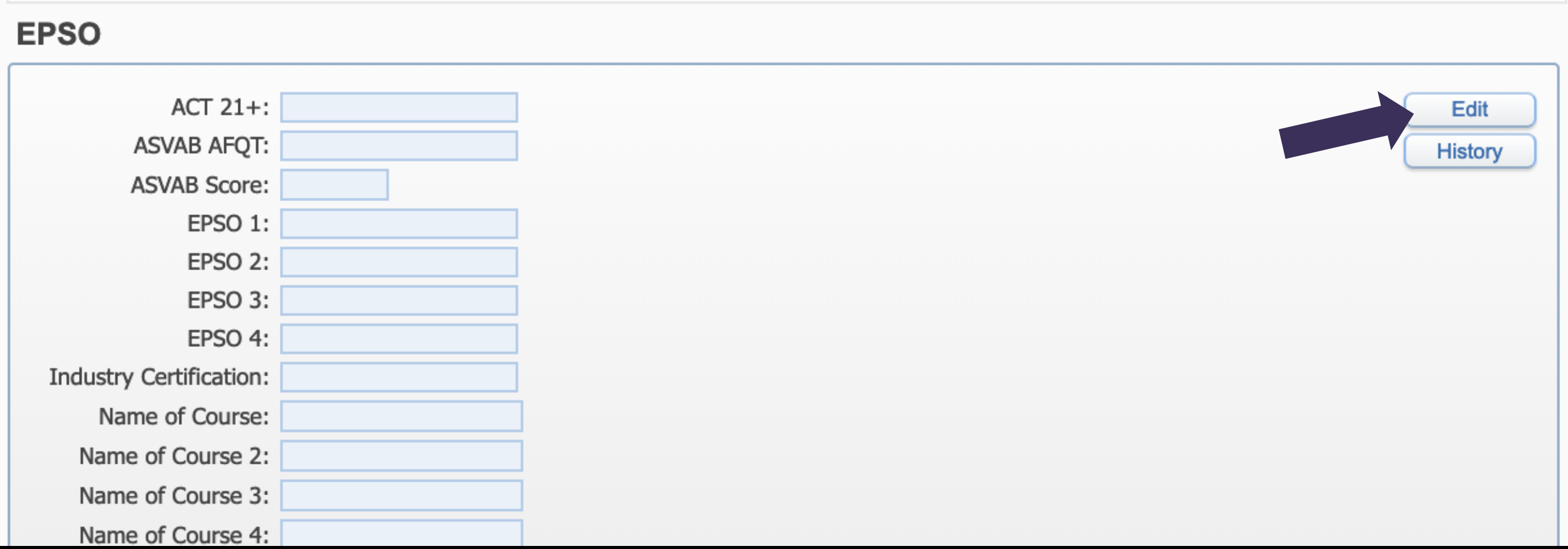
When finished, click "Save and Close"



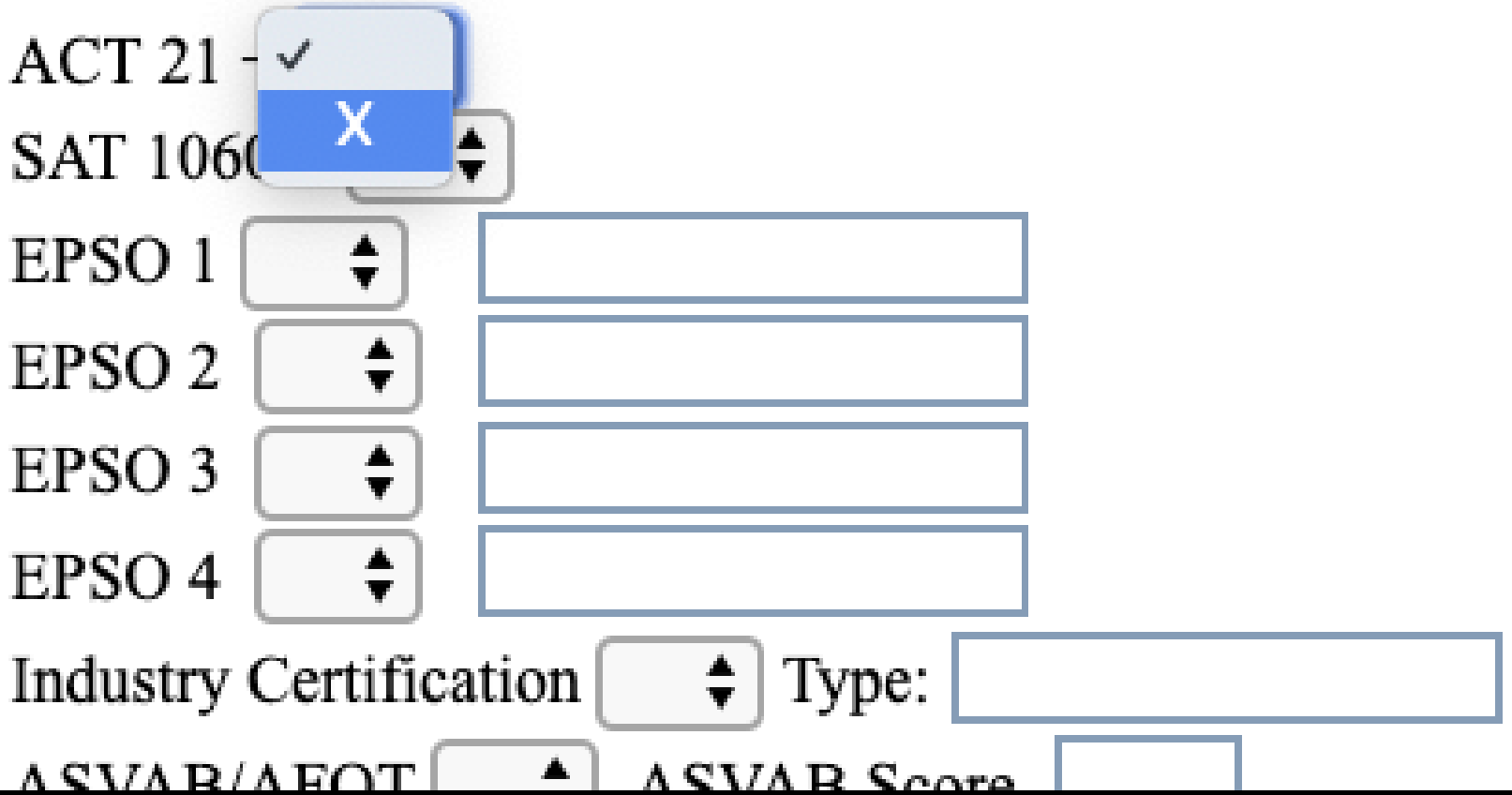
To add information for a student, look him or her up using Student Profile

Go to Custom Forms and chose the name of your form





Click “Edit” on the right side of the screen



Choose from the drop boxes or type in the desired text

EPSO

Name: [redacted] Gender: **Male** Grade/Grad Yr: **11/2020**
Other ID: [redacted]

Save

Save and Print

Back

As proposed in Tennessee's ESSA state plan, the *Ready Graduate* indicator would be calculated as follows for all schools w
• Graduation rate multiplied by the percentage of students who are *Ready Graduates*. A *Ready Graduate* meets at least one c
"counted" once):

- earn a composite score of 21 or higher on the ACT (or 1060 or higher on the SAT); or o complete four early postsecc
- complete two EPSOs + earn an industry certification; or
- complete two EPSOs + earn a score of military readiness on the Armed Services Vocational Aptitude Battery (ASVA

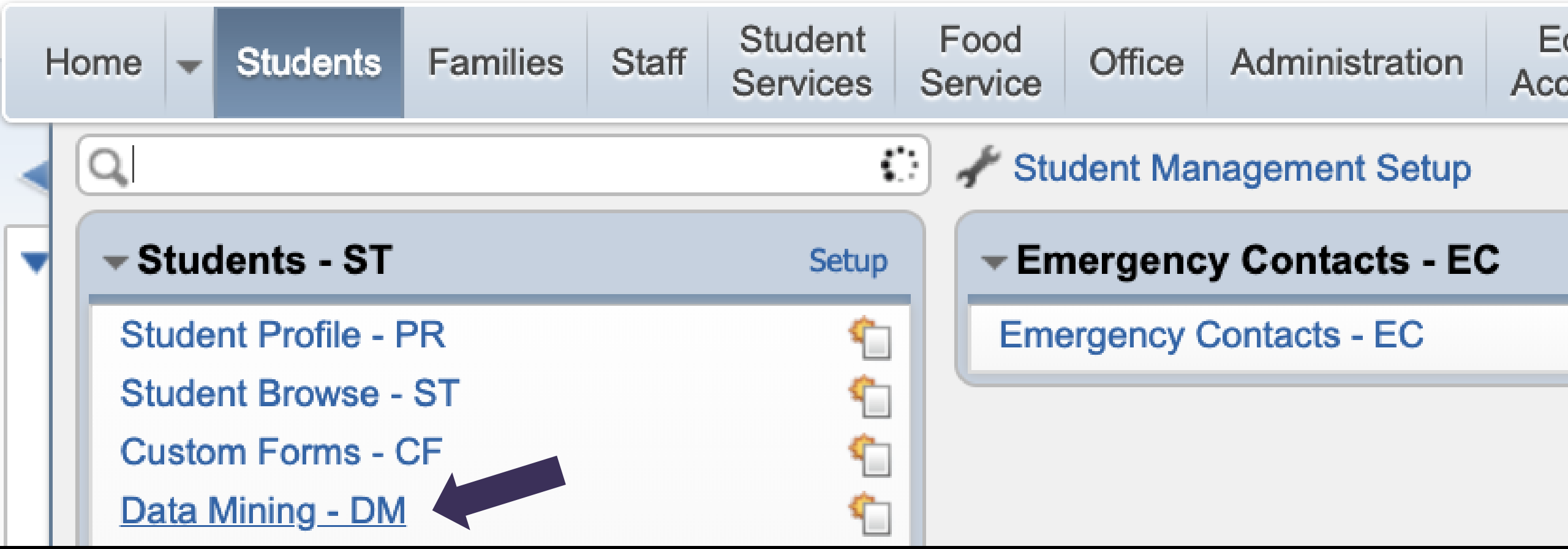
Click "Save" when finished, or click "Save and Print" to print a copy

EPSO

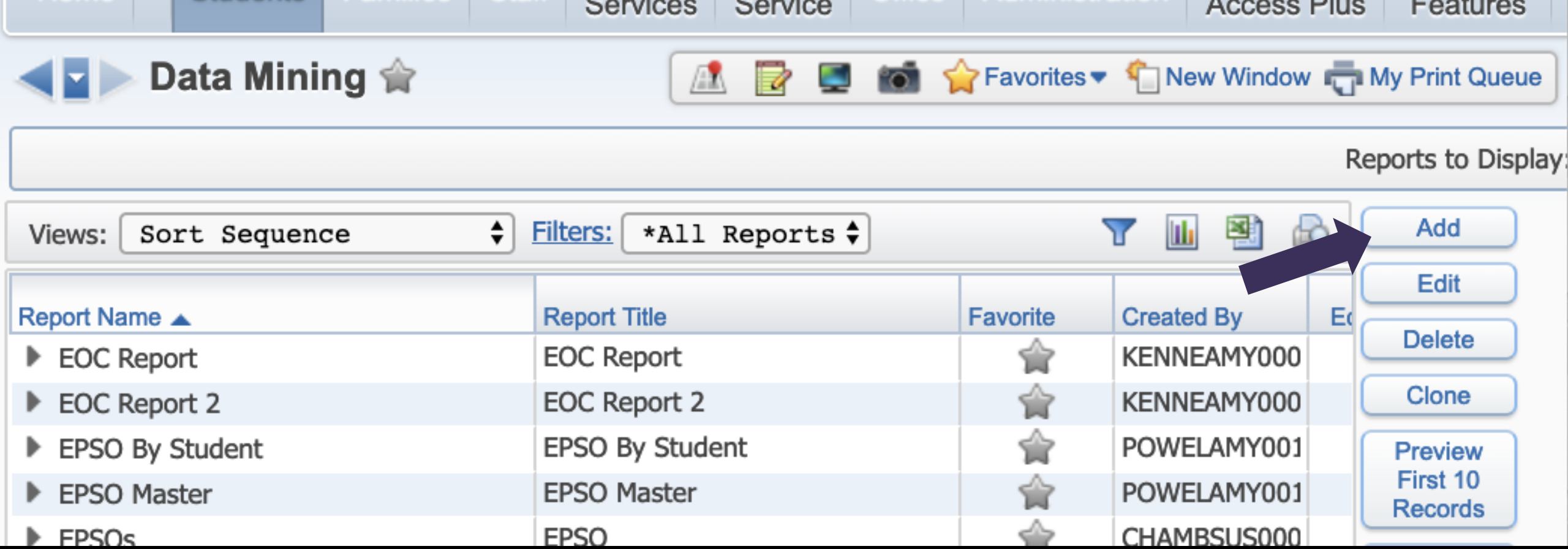
ACT 21+:	
ASVAB AFQT:	
ASVAB Score:	
EPSO 1:	X
EPSO 2:	X
EPSO 3:	
EPSO 4:	
Industry Certification:	
Name of Course:	DE HIST I
Name of Course 2:	DE HIST II
Name of Course 3:	
Name of Course 4:	
SAT 1060+:	
Type of Certification:	

Edit
Print
Delete
History

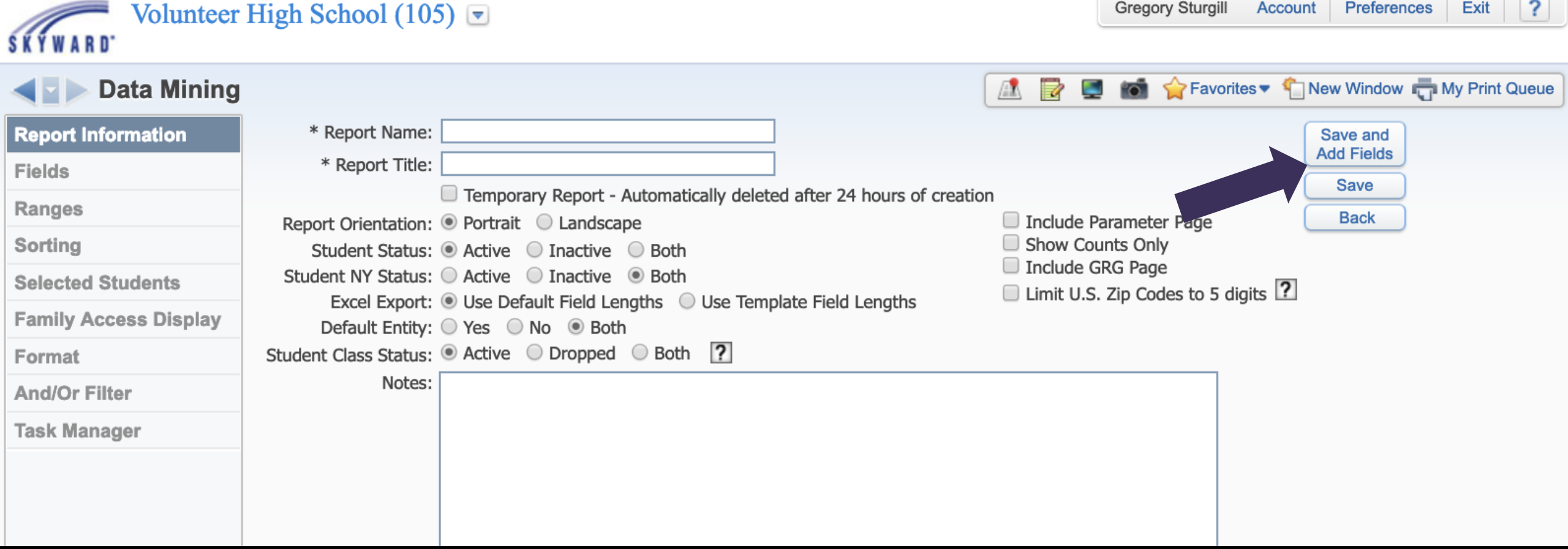
Once saved, the info will show without having to print



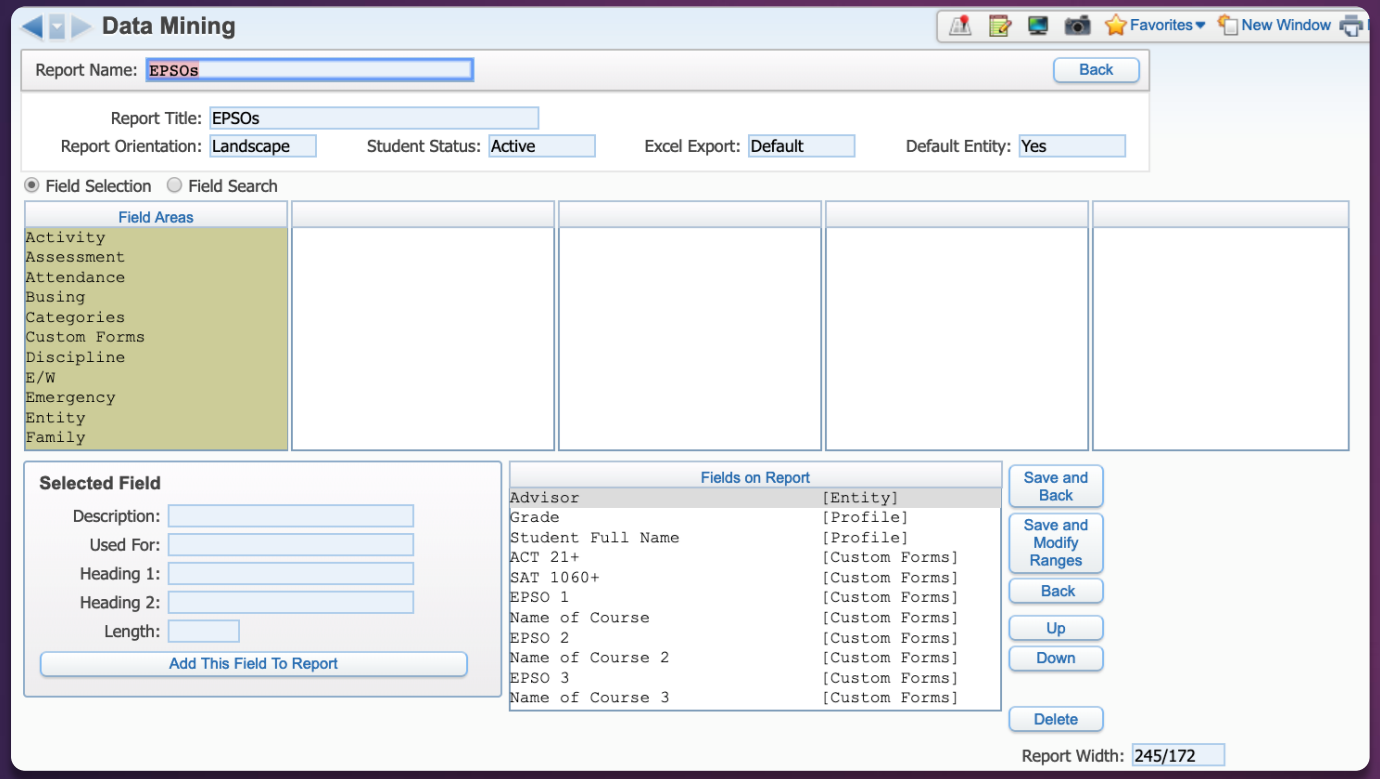
You can also Data Mine the information



Click "Add" to start a new report

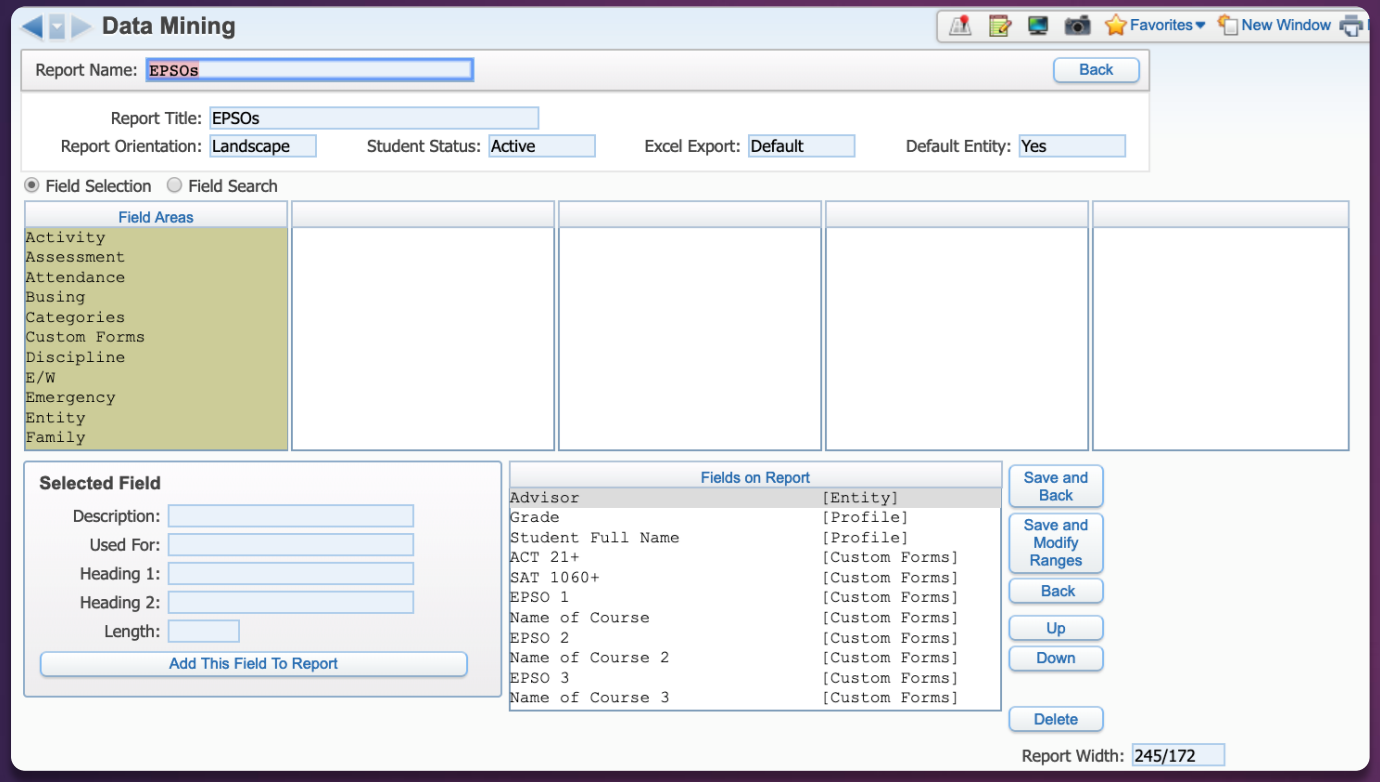


Give it a name and select Student Status.
Then click "Save and Add Fields"



Add whatever fields you want to show on the report

Fields are setup similar to Student Profile



Report Title: EPSOs

Report Orientation: Landscape

Student Status: Active

Excel Export: Default

Field Selection Field Search

Field Areas	Entity
E/W	% Enrolled
Emergency	Addition Seat Count
Entity	Advisor
Family	Advisor Code
Food Service	Band Instrument
General	Band Instrument Code
Gifted and Talented	Band Instument Long Desc

Advisor and Counselor are under “Entity”

Report Title: EPSOs

Report Orientation: Landscape | Student Status: Active | Excel Export: Default

Field Selection | Field Search

Field Areas	General	Profile
E/W	Address	Federal Race
Emergency	Birth History	Federal Races
Entity	Change History	Gender
Family	Profile	Gender Identity
Food Service	School Path	Gender Identity Descript
General	Vehicles	Grad Year
Gifted and Talented	Web Access	Grade
GPA		Grade Level Override
Grad Req Endorsements		Graduated Y/N

"Grade" and "Name" are found under "General" and "Profile"

Report Title: EPSOs

Report Orientation: Landscape | Student Status: Active | Excel Export: Default | Default Entity: Yes

Field Selection | Field Search

Field Areas	Custom Forms	Custom Forms Student	EPSOs
Activity	Custom Forms Student	CS DL Attendance Noncomp	ACT 21+
Assessment	Freeform Comment 1	CS DL Grades Noncomplian	ASVAB AFQT
Attendance	Freeform Comment 2	DL Attendance Noncomplia	ASVAB Score
Busing	Freeform Comment 3	DL Form SF 1010	Created Date
Categories	Freeform Comment 4	DL Grades Noncompliance	Created Time
Custom Forms	Freeform Comment 5	EPSOs	EPSO 1
Discipline	Freeform Comment 6	Hawkins County Juvenile	EPSO 2
E/W	Freeform Comment 7	Parental Consent	EPSO 3
Emergency	Freeform Comment 8	RMS Drivers License Repo	EPSO 4
Entity	Freeform Comment 9	SMS Drivers License Repo	Industry Certification
Family	Underline 1 ___	Tier 1 Truancy Contract	Modified Date

The fields from your Custom Form are found under "Custom Forms," "Custom Forms Student," and then the name of your EPSO form.

Fields on Report	
Advisor	[Entity]
Grade	[Profile]
Student Full Name	[Profile]
ACT 21+	[Custom Forms]
SAT 1060+	[Custom Forms]
EPSO 1	[Custom Forms]
Name of Course	[Custom Forms]
EPSO 2	[Custom Forms]
Name of Course 2	[Custom Forms]
EPSO 3	[Custom Forms]
Name of Course 3	[Custom Forms]
EPSO 4	[Custom Forms]
Name of Course 4	[Custom Forms]
Industry Certification	[Custom Forms]
Type of Certification	[Custom Forms]
ASVAB AFQT	[Custom Forms]
ASVAB Score	[Custom Forms]

I added the fields shown to data mine EPSOs

Fields on Report

Advisor	[Entity]
Grade	[Profile]
Student Full Name	[Profile]
ACT 21+	[Custom Forms]
SAT 1060+	[Custom Forms]
EPSO 1	[Custom Forms]
Name of Course	[Custom Forms]
EPSO 2	[Custom Forms]
Name of Course 2	[Custom Forms]
EPSO 3	[Custom Forms]
Name of Course 3	[Custom Forms]

Save and Back

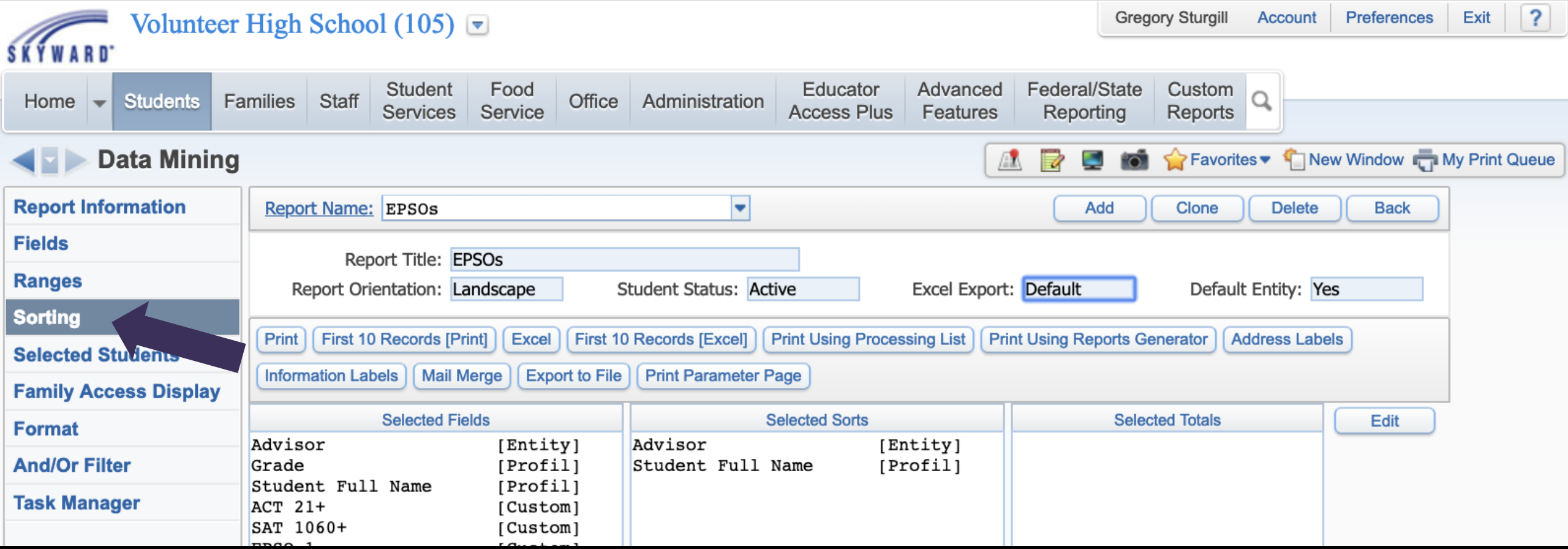
Save and Modify Ranges

Back

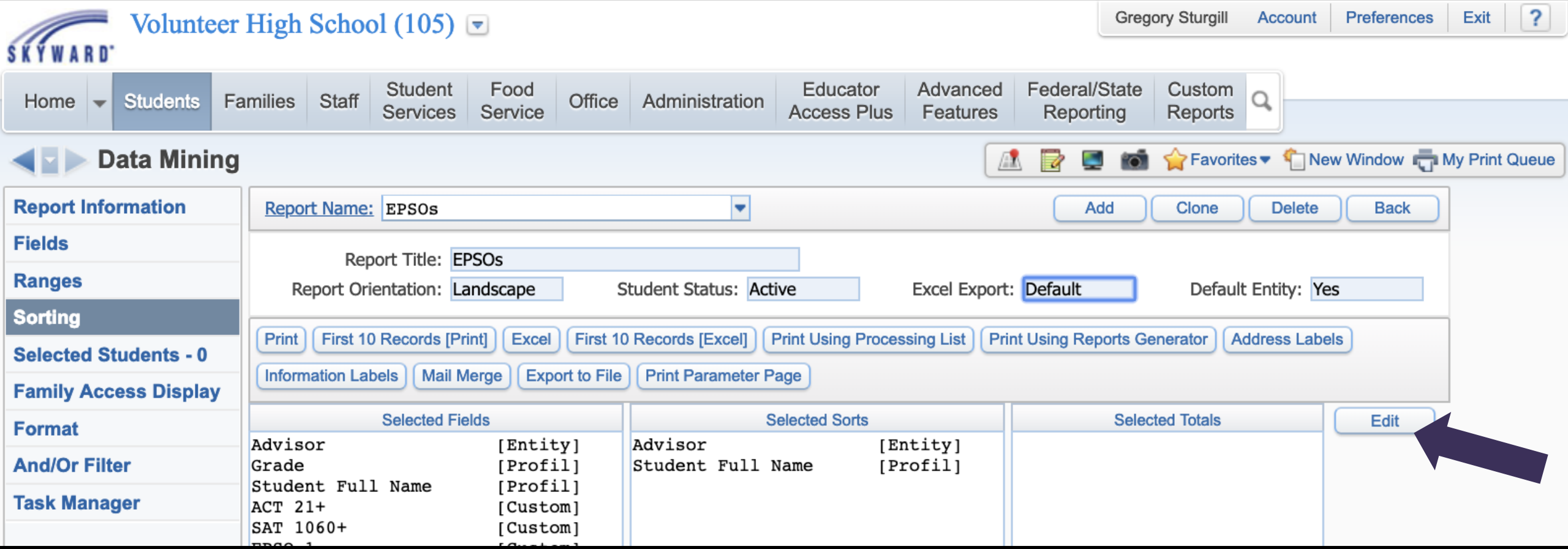
Up

Down

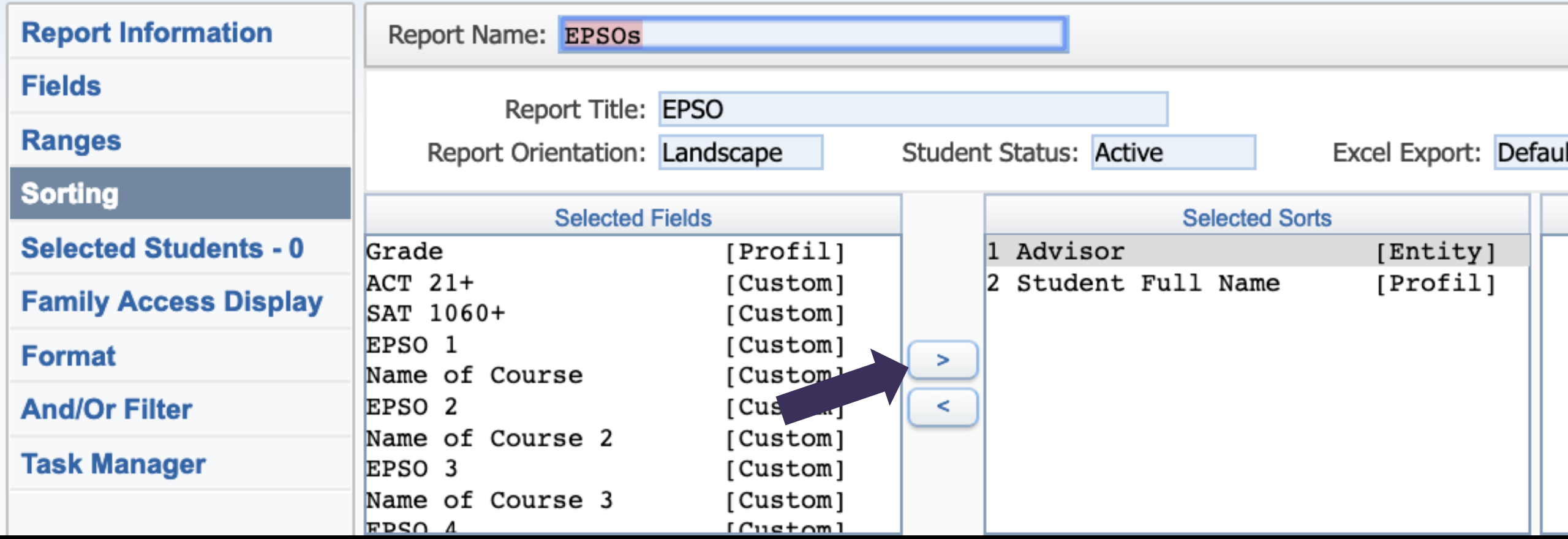
Once you have added all the fields you wanted to add, click "Save and Back"



Next, you can select how the information is sorted. Click "Sorting"

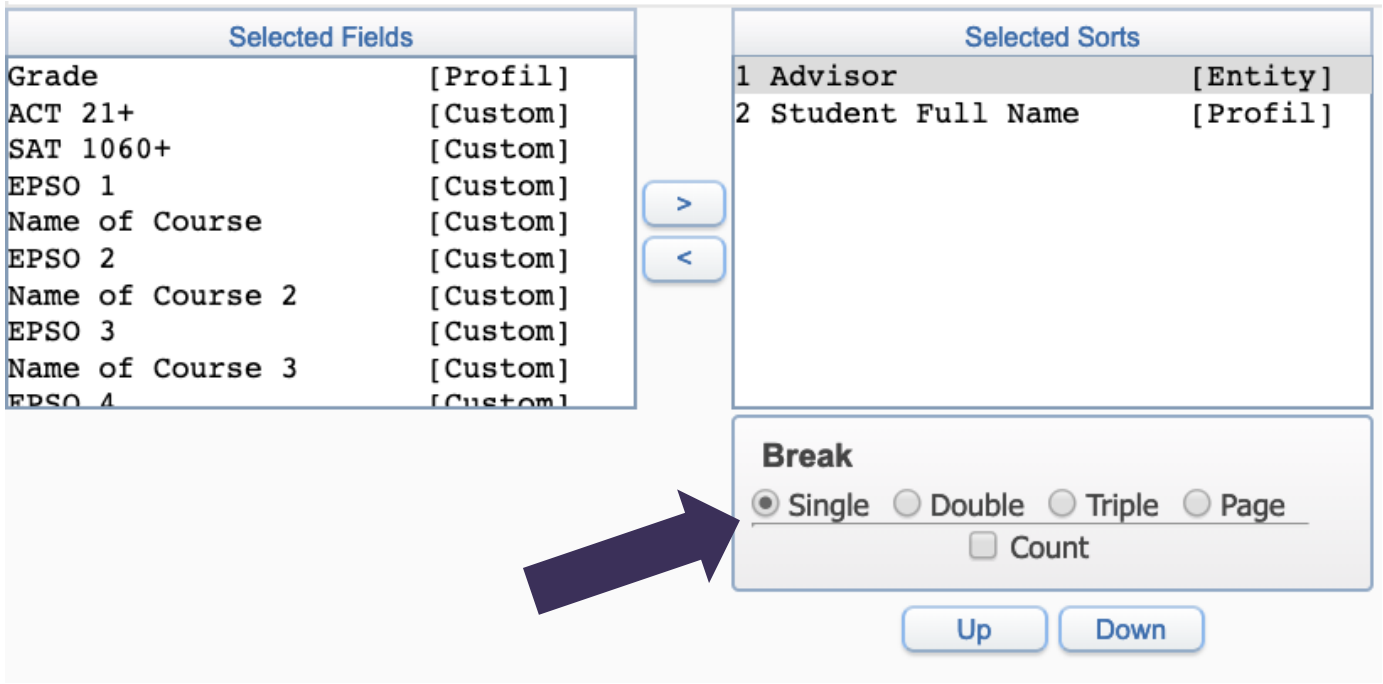


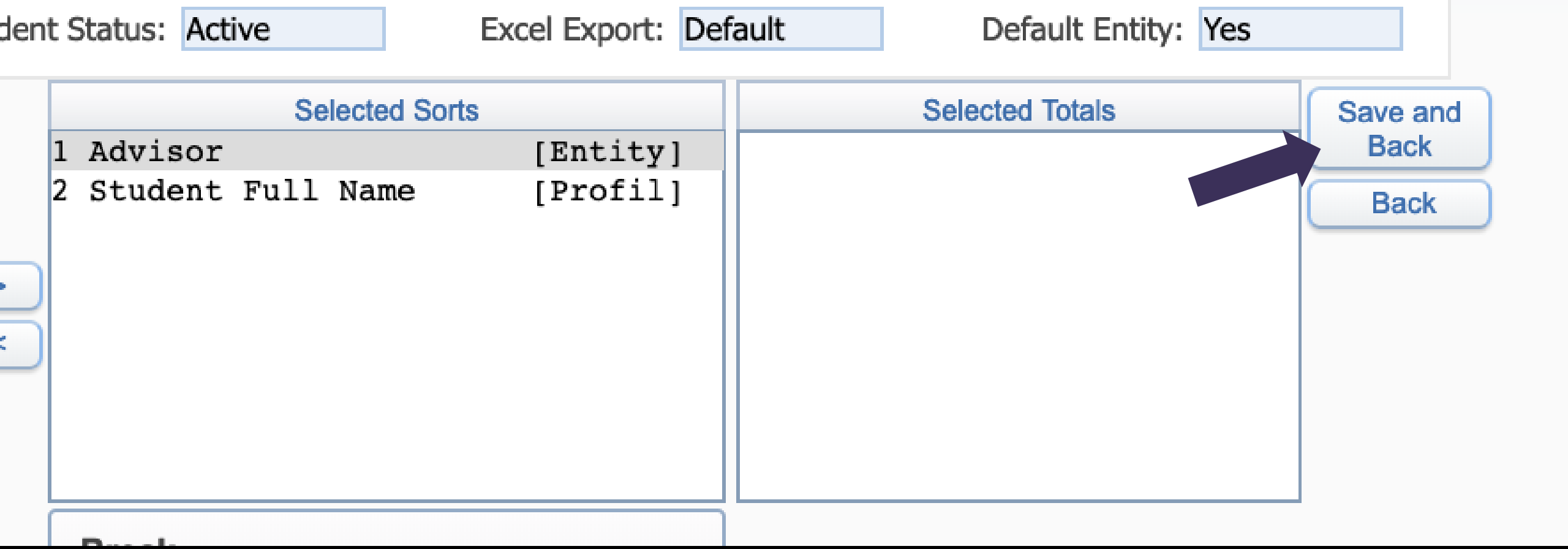
Then click "Edit"



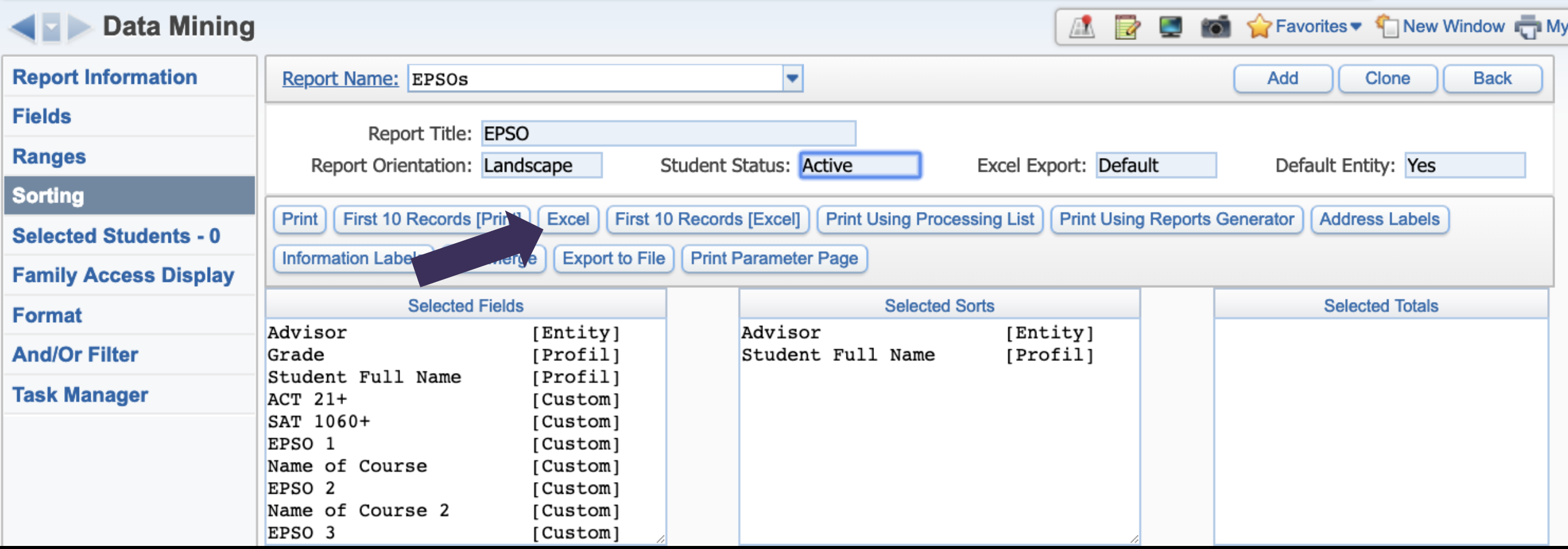
Use the arrows to add items you'd like to sort by

If using Excel, the breaks and counts do not work.





When finished, click "Save and Back"



To view the information in Excel, click the "Excel" button. For a PDF, click "Print"

Click "View Report" once it has completed

Home Insert Draw Page Layout Formulas Data Review View

Paste Cut Copy Format | Calibri 11 | Wrap Text | Merge & Center | General | Conditional Formatting | Format as Table

Normal | Bad | Good | Neutral | Check Cell | Explanatory T... | Input | Linked Cell

A1 | Advisor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Advisor	Gr	Student Full Name	ACT 21+	SAT 1060+	EPSO 1	Name of Course	EPSO 2	Name of Course 2	EPSO 3	Name of Course 3	EPSO 4	Name of Course 4	Industry Certification	Type of Certification	ASVAB AFQT
2	Chambers, Susan H	12												X	CNA	
3	Chambers, Susan H	12				X	DE HIST									X
4	Chambers, Susan H	12														
5	Chambers, Susan H	12														
6	Chambers, Susan H	12				X	DE HIST	X	DE HIST					X	CNA	
7	Chambers, Susan H	12														
8	Chambers, Susan H	12				X	DE HIST	X	DE HIST							
9	Chambers, Susan H	12		X		X	US HIST	X	DC Pre-cal							
10	Chambers, Susan H	12				X	US HIST	X	US HIST							
11	Chambers, Susan H	12														
12	Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	COMP1	X	COMP 2	X	CNA	
13	Chambers, Susan H	12														
14	Chambers, Susan H	12				X	US HIST	X	US HIST							
15	Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	COMP 1	X	AP ENG			
16	Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	AP ENG	X	DC Stats			
17	Chambers, Susan H	12														
18	Chambers, Susan H	12														
19	Chambers, Susan H	12														
20	Chambers, Susan H	12				X	DC SOCIOLOGY									
21	Chambers, Susan H	12				X	DC W HIST									
22	Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	AP ENG	X	DC SOCIOLOGY			X
23	Chambers, Susan H	12				X	US HIST	X	AP Eng							
24	Chambers, Susan H	12														
25	Chambers, Susan H	12														
26	Chambers, Susan H	12														
27	Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	DE COMP 1					
28	Chambers, Susan H	12				X	US HIST	X	US HIST							
29	Chambers, Susan H	12					DC W HIST									
30	Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	COMP 1	X	COMP2			
31	Chambers, Susan H	12				X	ELECTRICAL 50HR									
32	Chambers, Susan H	12														
33	Chambers, Susan H	12														

Any questions?

Greg Sturgill

greg.sturgill@hck12.net