Using Custom Forms to Track EPSOs

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: [redacted] Phone:

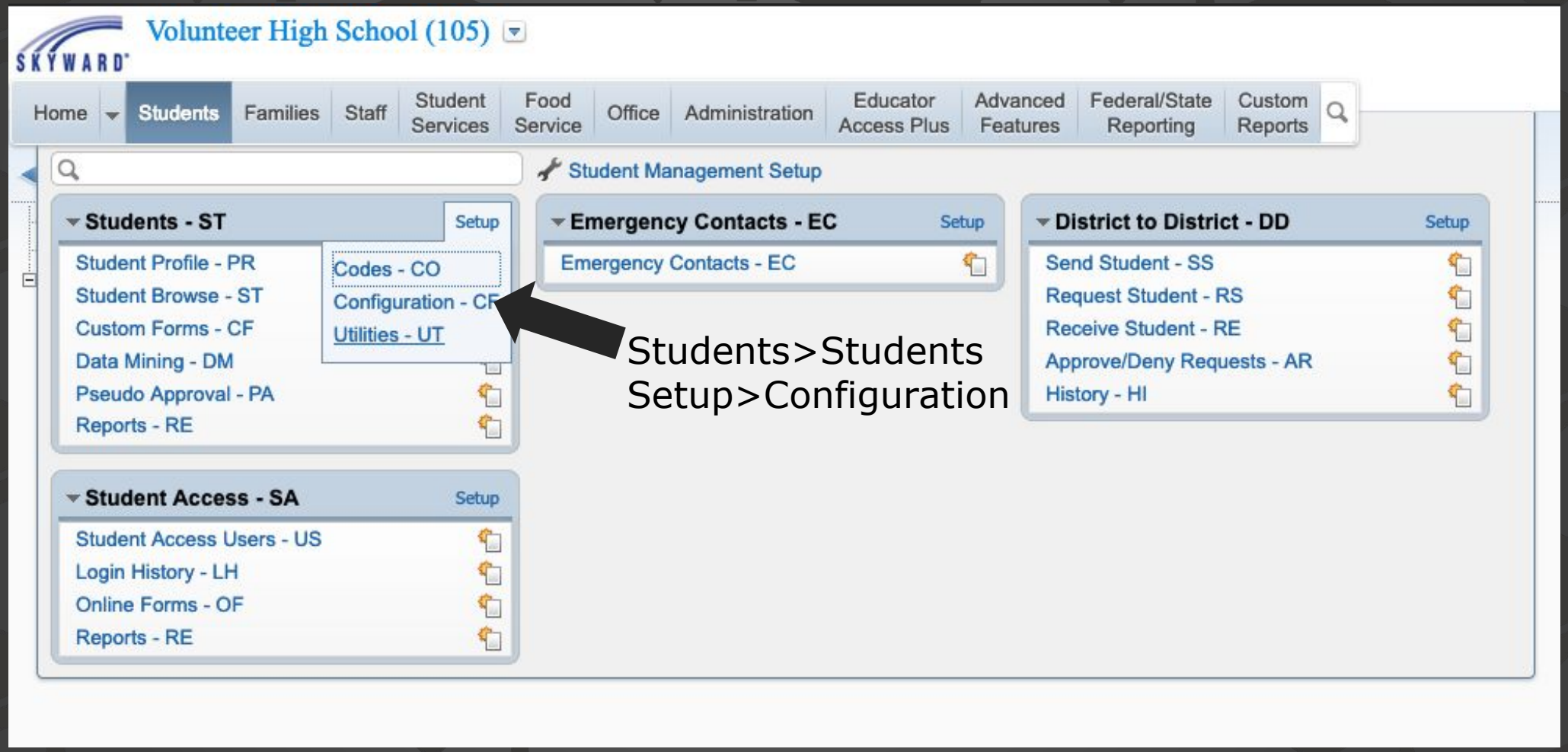
EPSO

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 | Delete | History

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

Setting up a Custom Form



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

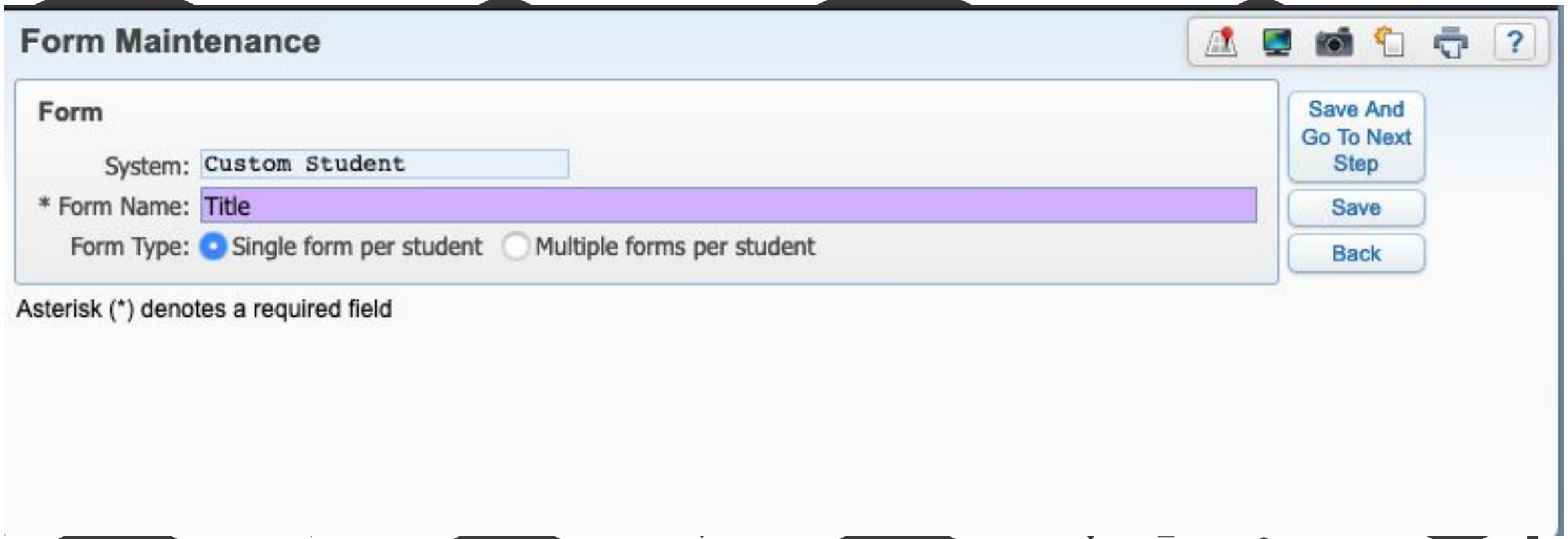
Clone

View Forms

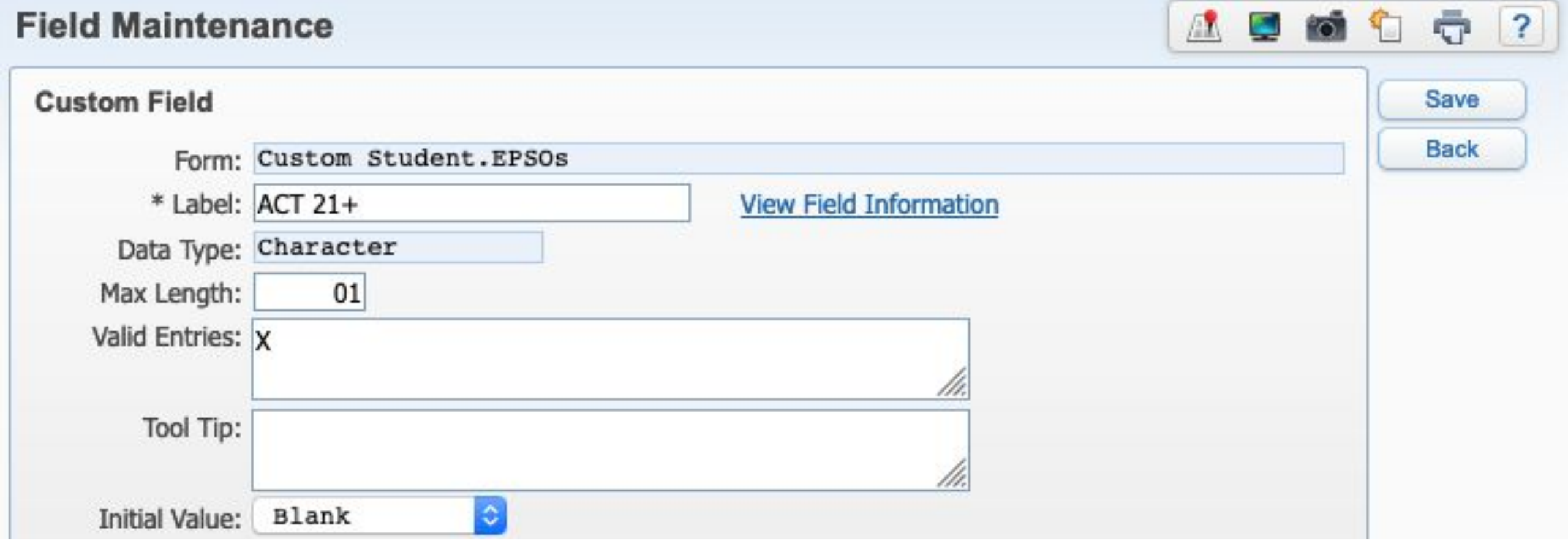
Import Data

Back

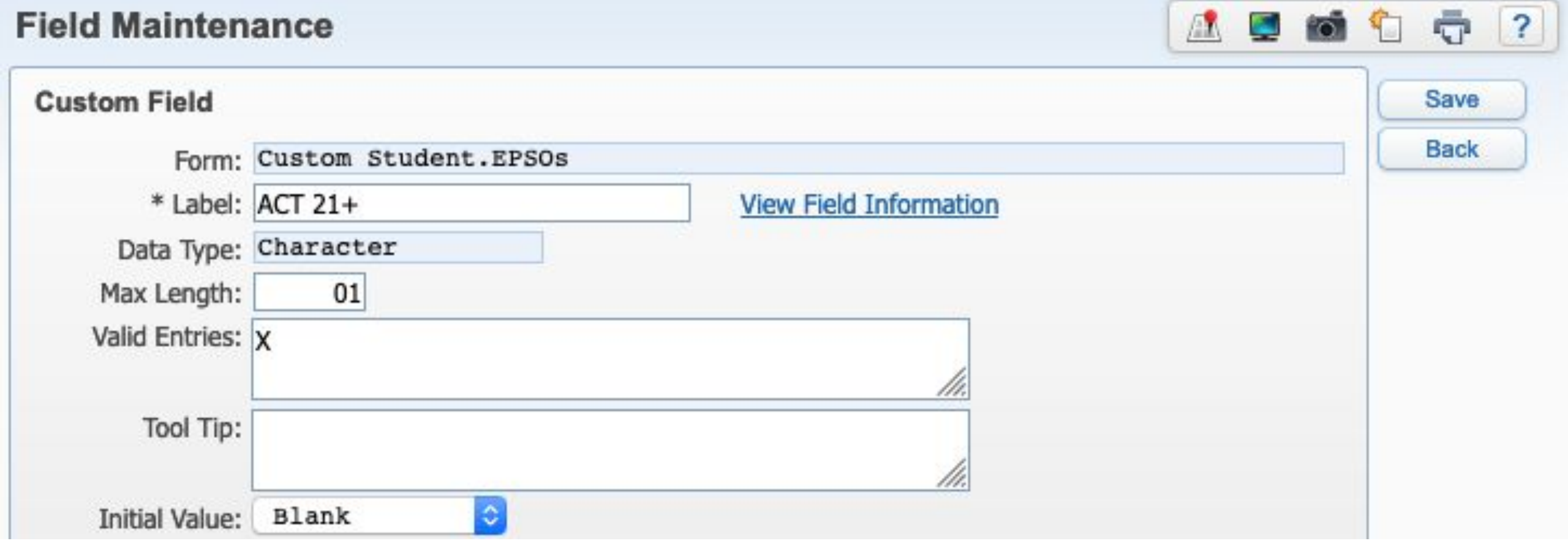
Add a New Form



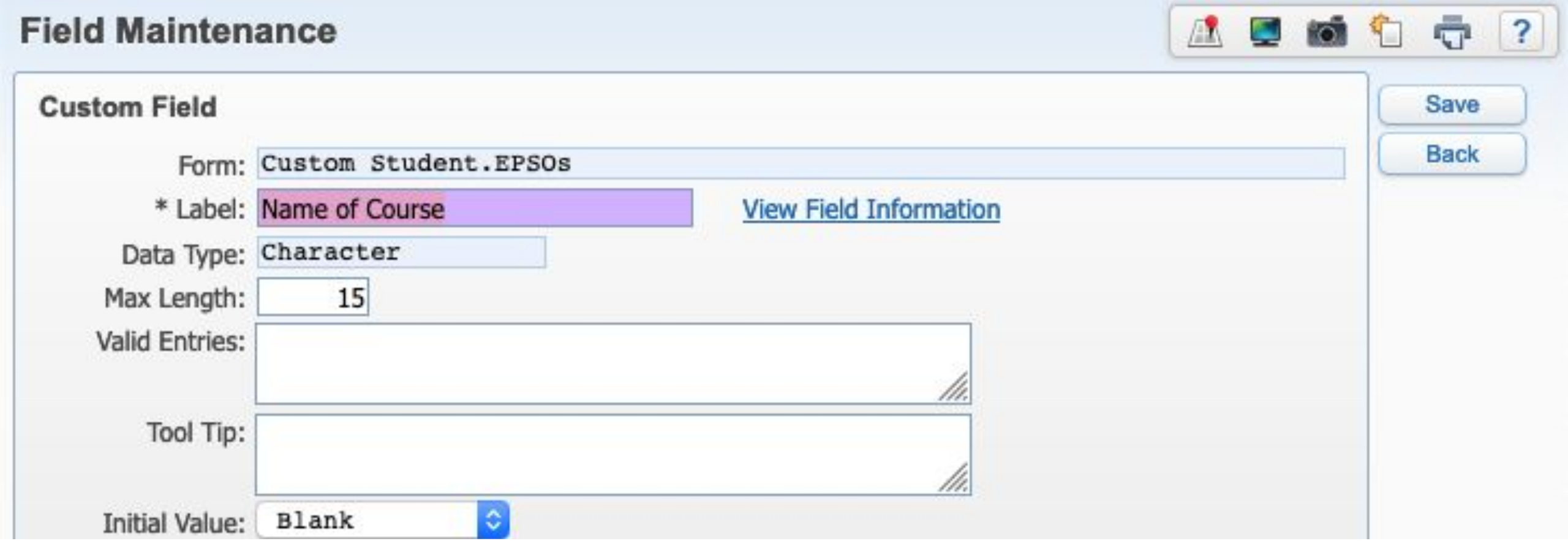
Give it a title and select “Single form per student.”
Click “Save and Next Step” to enter fields



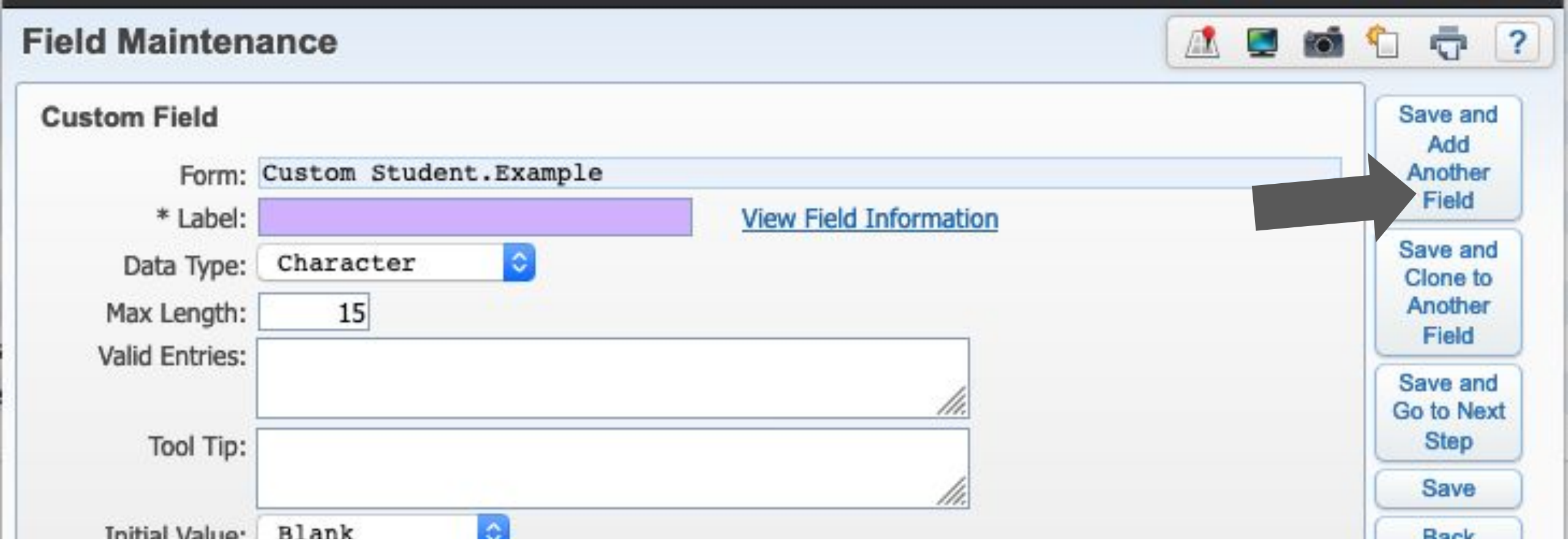
Fields will show in Student Profile alphabetically.



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

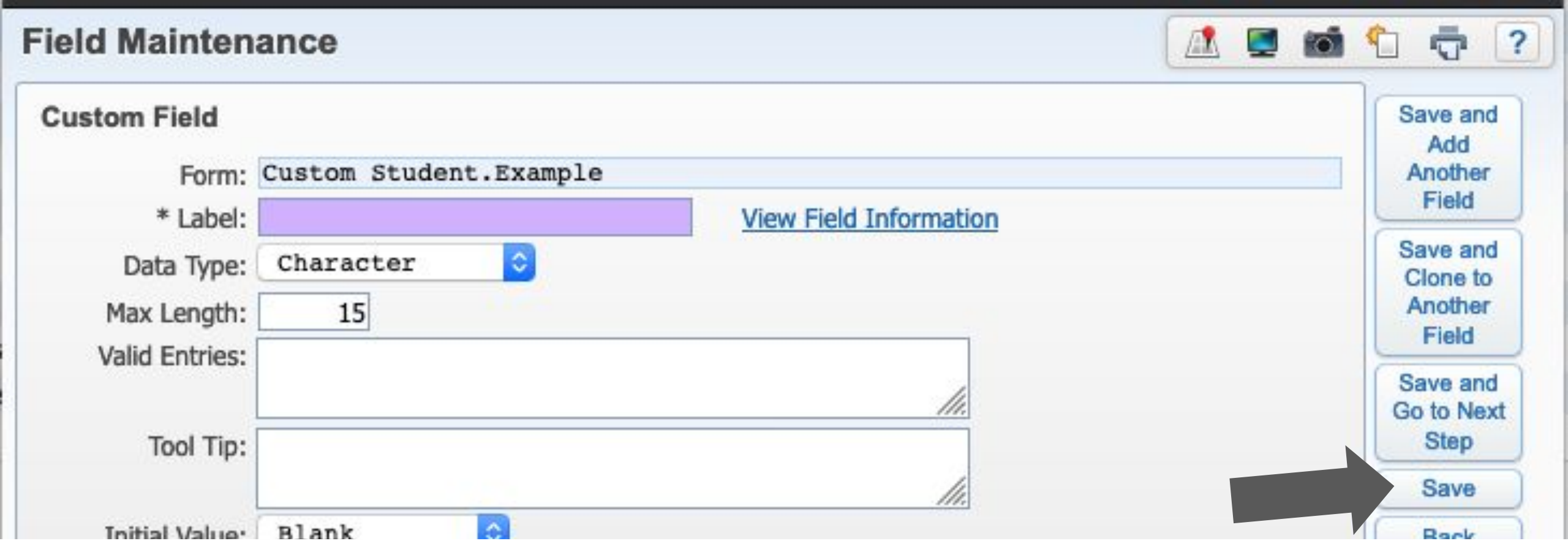


When finished with a field, click “Save and Add Another Field”

Add 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

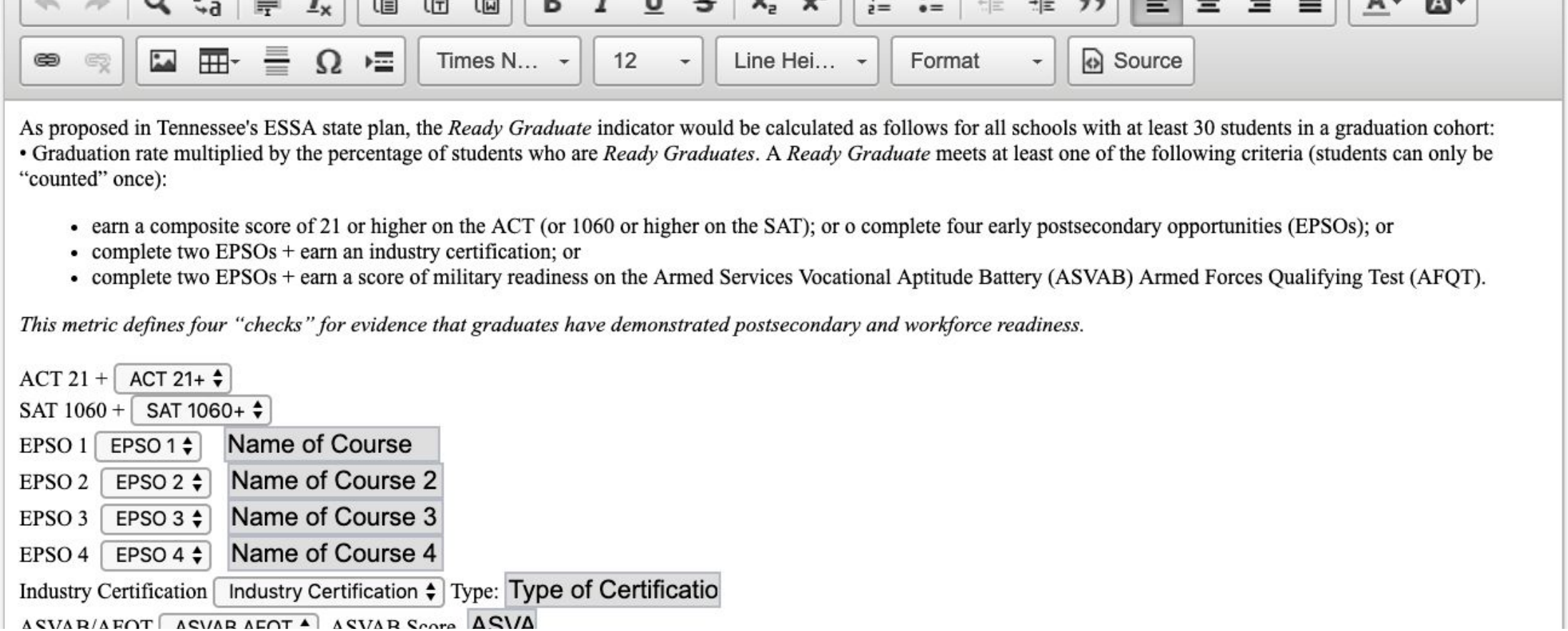
No Skyward Fields Exist

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 here you wish

Times N… 12 Line Hei… Format Source

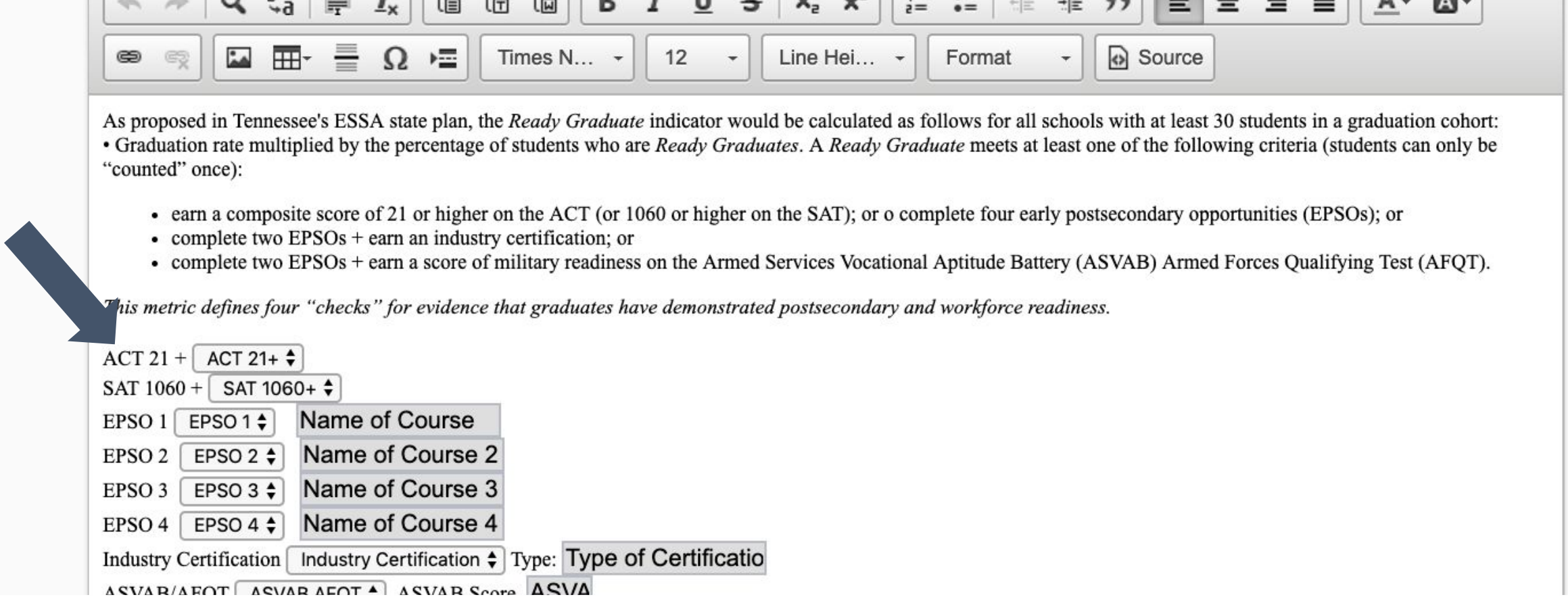
As proposed in Tennessee's ESSA state plan, the *Ready Graduate* indicator would be calculated as follows for all schools with at least 30 students in a graduation cohort:
• Graduation rate multiplied by the percentage of students who are *Ready Graduates*. A *Ready Graduate* meets at least one of the following criteria (students can only be "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 postsecondary opportunities (EPSOs); or
- complete two EPSOs + earn an industry certification; or
- complete two EPSOs + earn a score of military readiness on the Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT).

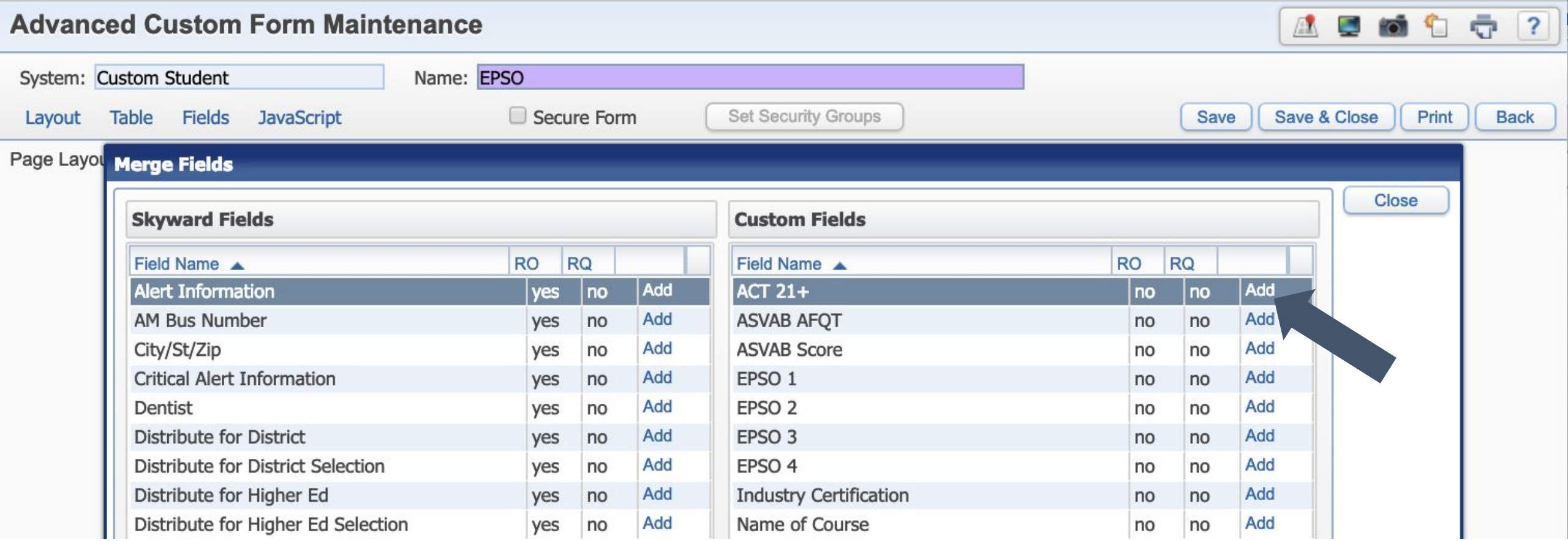
This metric defines four "checks" for evidence that graduates have demonstrated postsecondary and workforce readiness.

ACT 21 + ACT 21+
SAT 1060 + SAT 1060+
EPSO 1 EPSO 1 Name of Course
EPSO 2 EPSO 2 Name of Course 2
EPSO 3 EPSO 3 Name of Course 3
EPSO 4 EPSO 4 Name of Course 4
Industry Certification Industry Certification Type: Type of Certificatio
ASVAB/AFQT ASVAB AFQT ASVAB Score ASVA

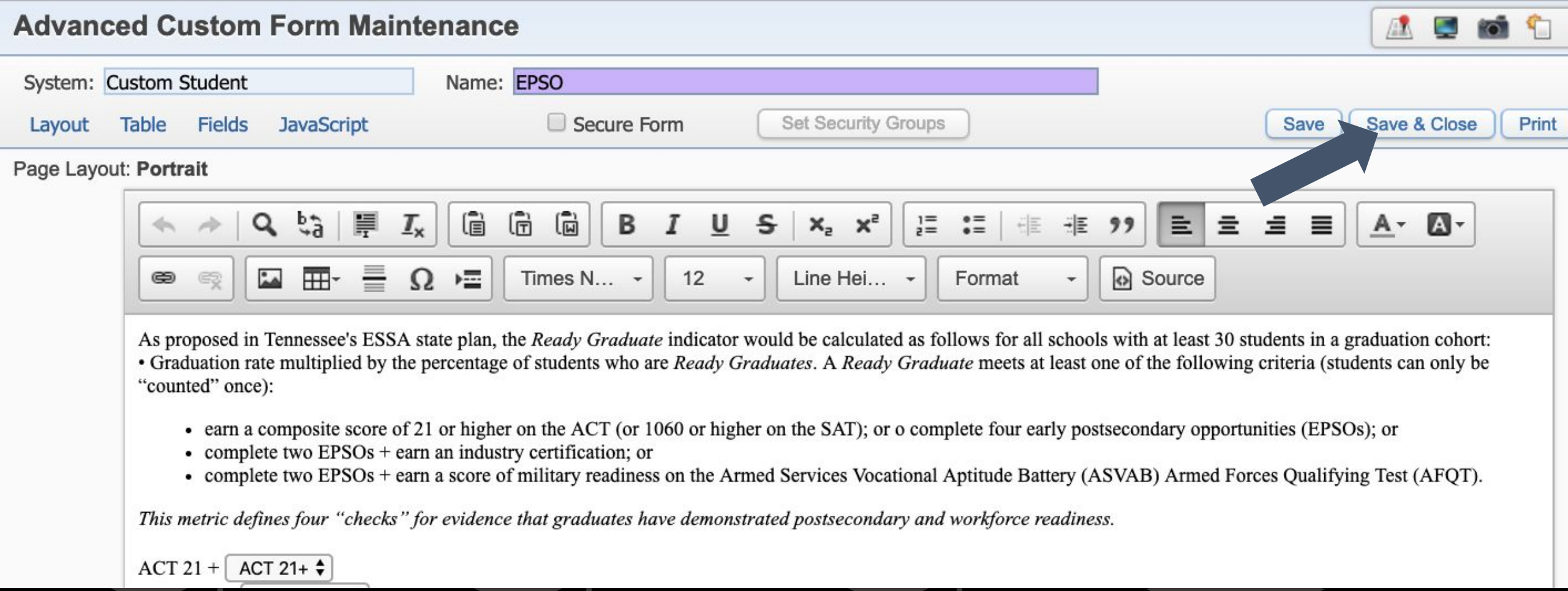
I copied information from the [ReadyGraduate FAQ]



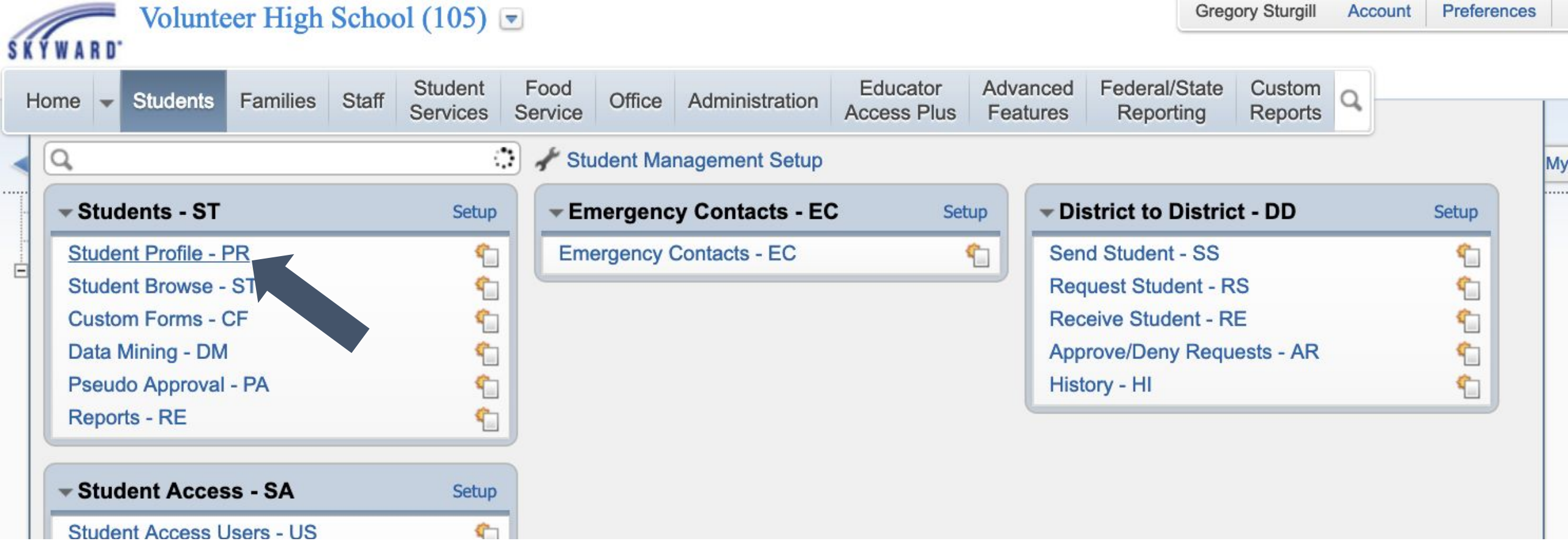
When you are ready for the fields you entered, type a descriptor first



Then click “Fields” and then “Add” the field for that descriptor

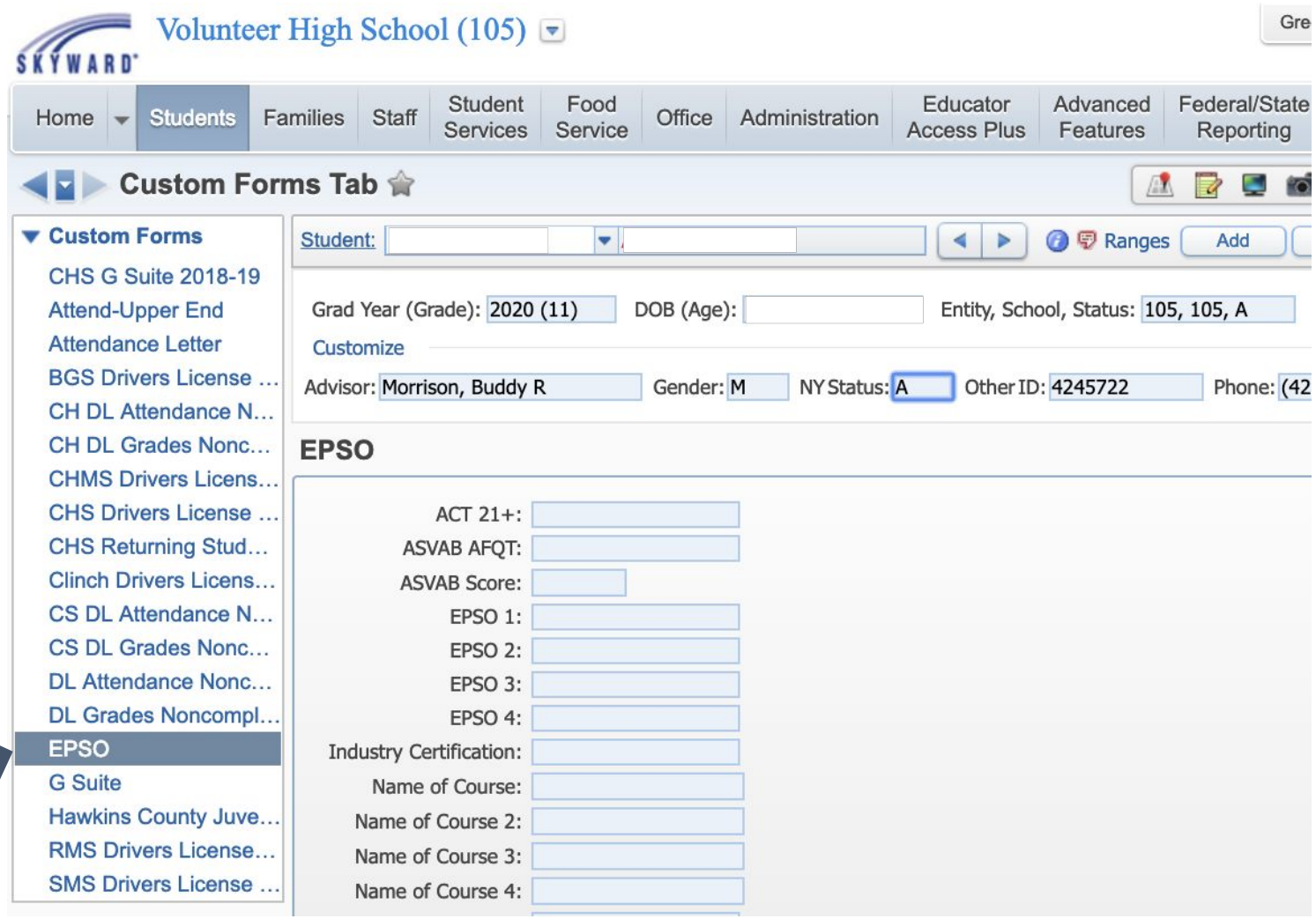


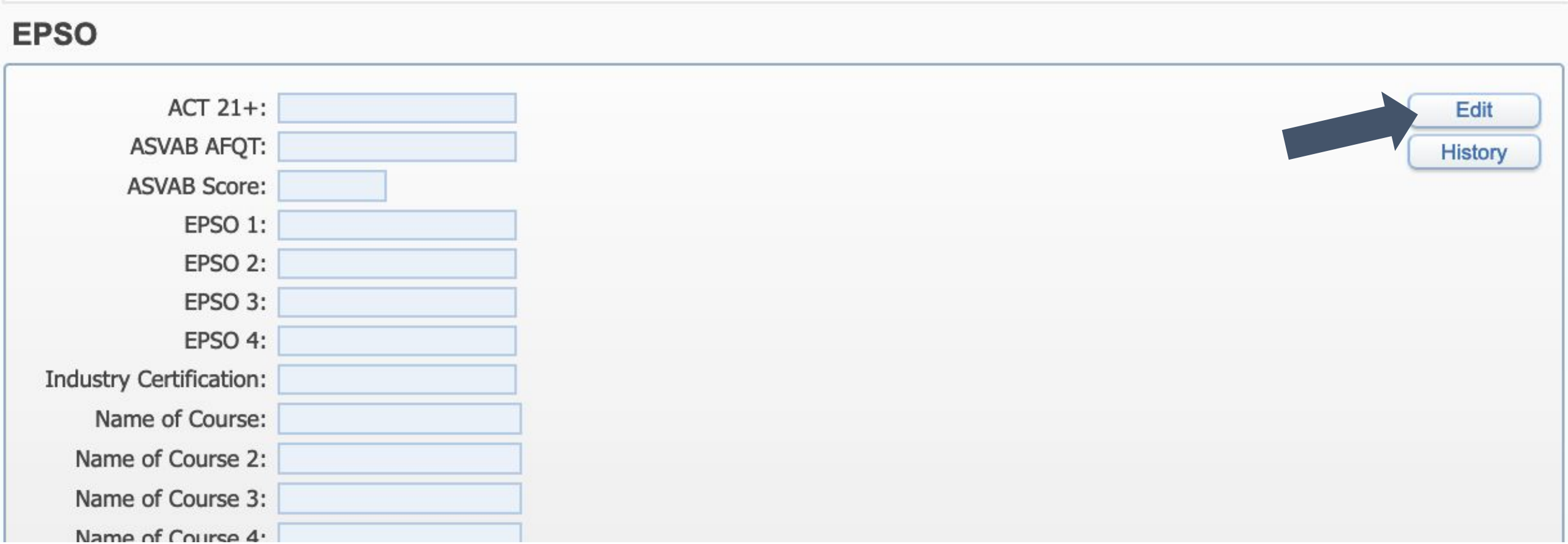
When finished, click "Save and Close"



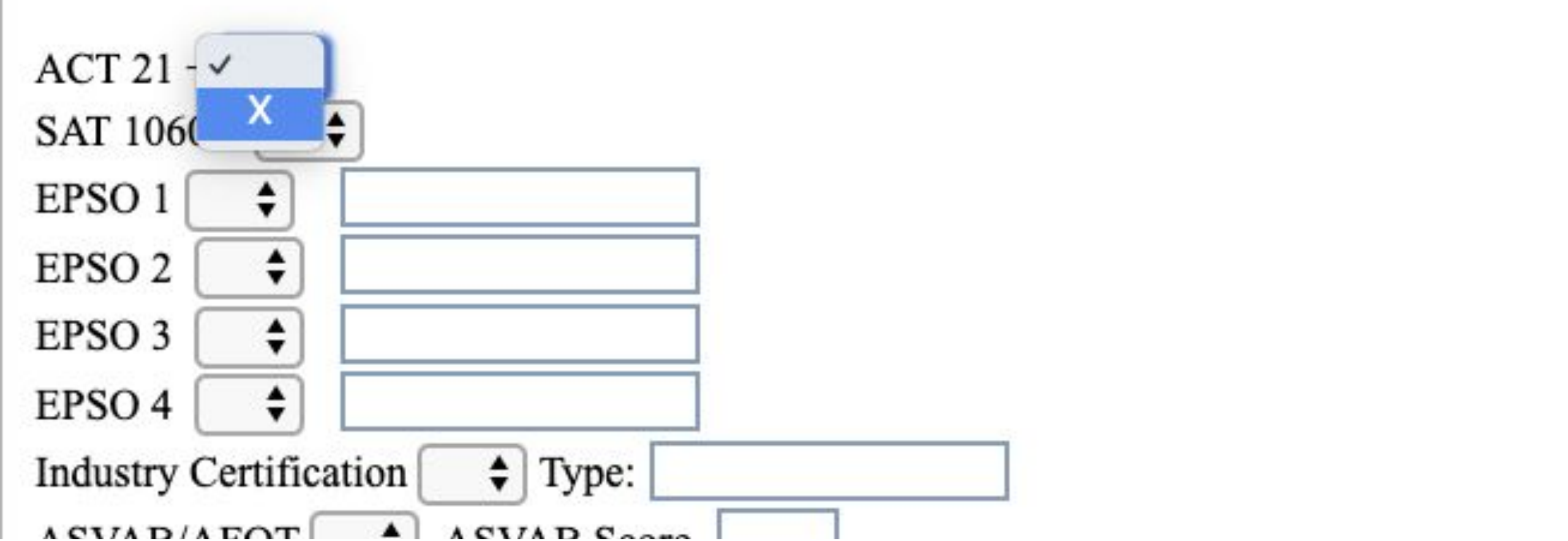
To add information for a student, look him or her up using Student Profile

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 postseco
- 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

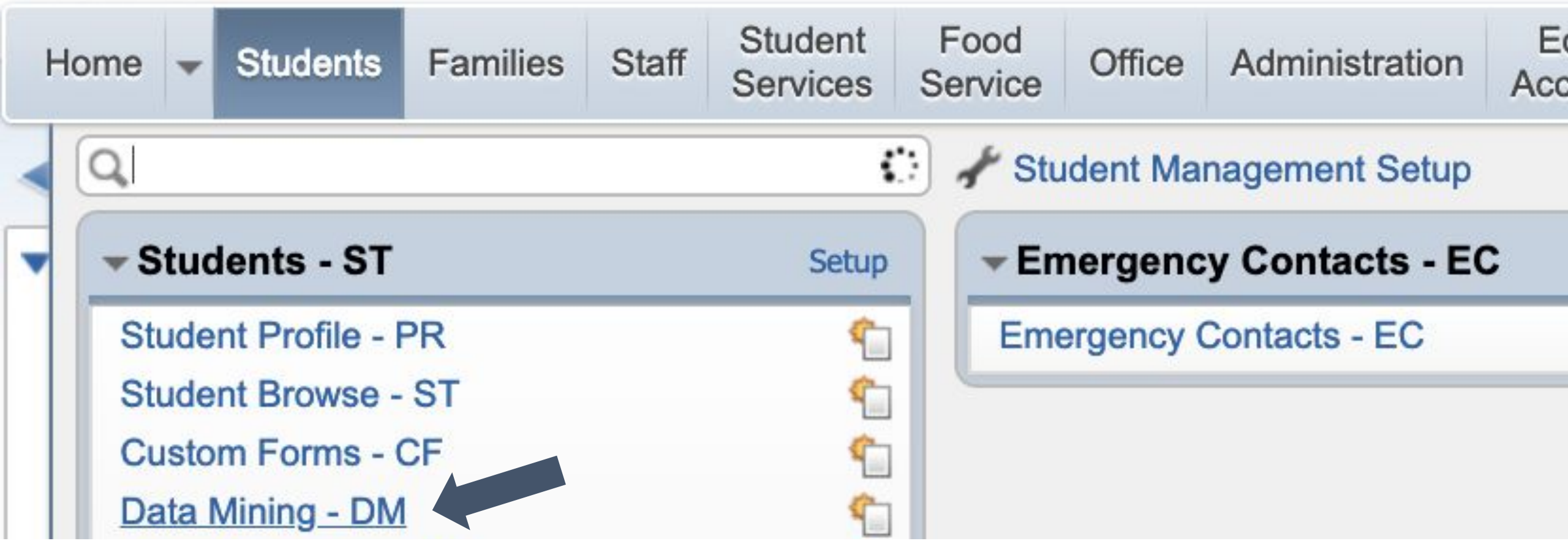
Click "Save" when finished, or click "Save and Print" to print a copy

EPSO

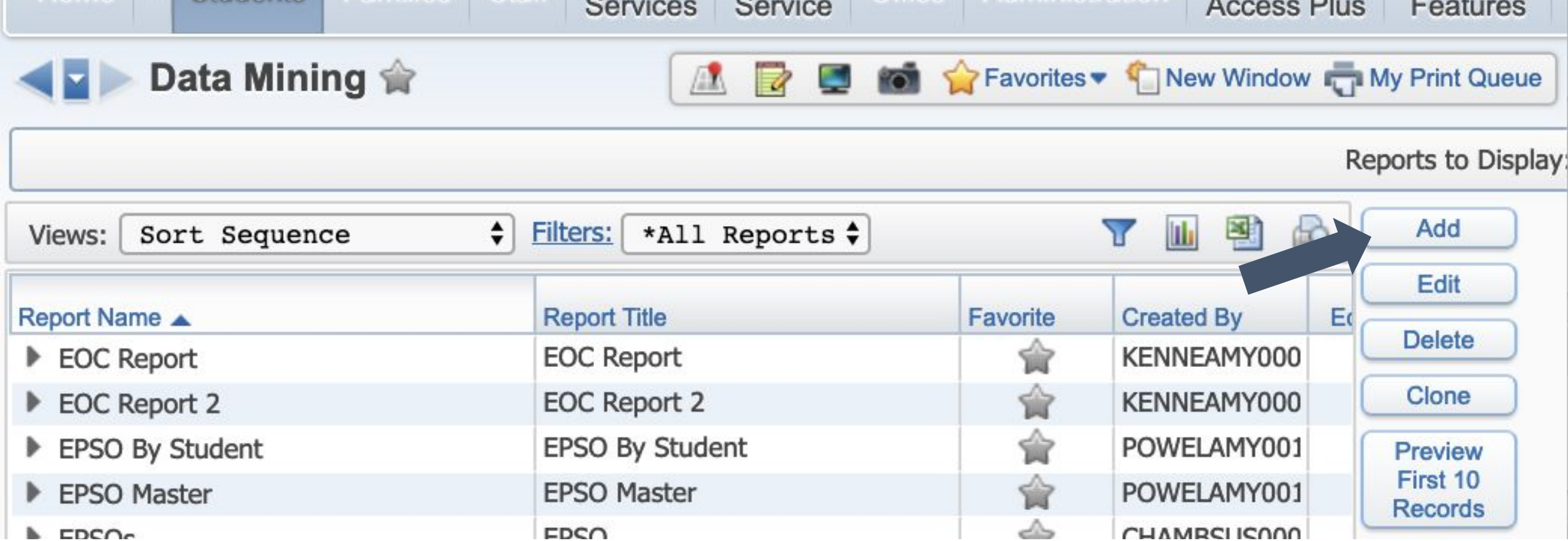
ACT 21+:	
ASVAB AFQT:	
ASVAB Score:	
EPSO 1:	x
EPSO 2:	x
EPSO 3:	
EPSO 4:	
Industry Certification:	
Name of Course:	DE HIST I
Name of Course 2:	DE HIST II
Name of Course 3:	
Name of Course 4:	
SAT 1060+:	
Type of Certification:	

Edit
Print
Delete
History

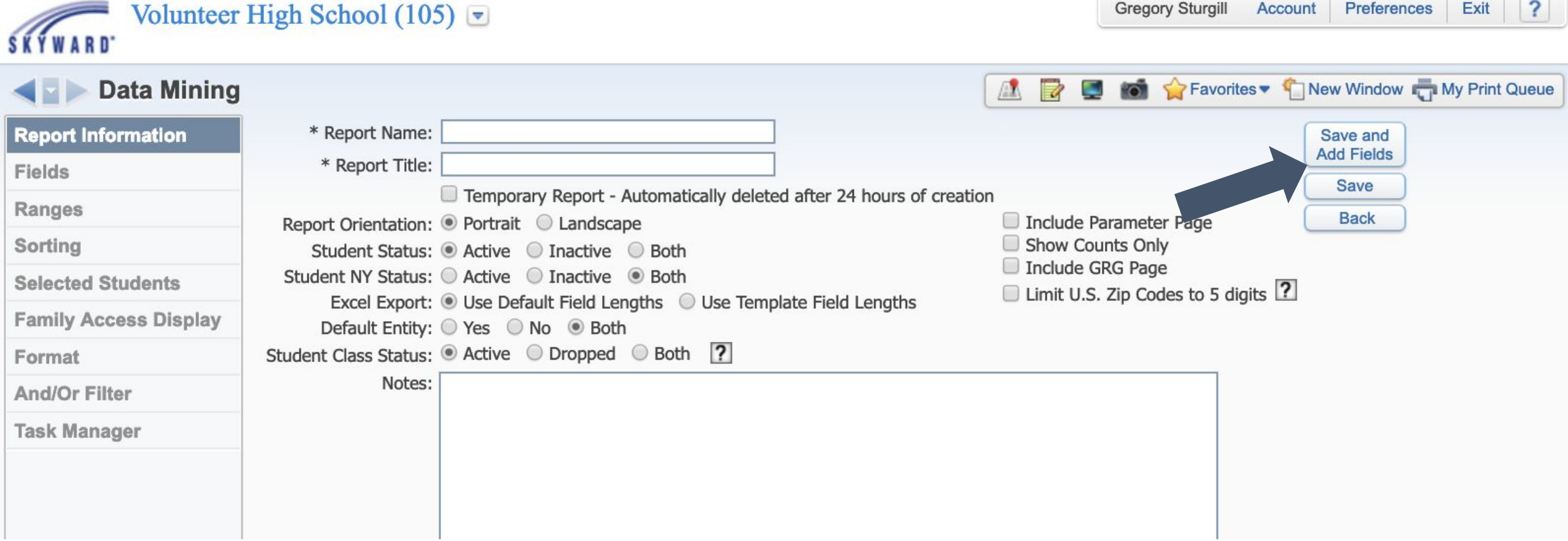
Once saved, the info will show without having to print



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"

Data Mining

Favorites New Window

Report Name: EPSOs

Back

Report Title: EPSOs

Report Orientation: Landscape

Student Status: Active

Excel Export: Default

Default Entity: Yes

Field Selection Field Search

Field Areas

Activity
Assessment
Attendance
Busing
Categories
Custom Forms
Discipline
E/W
Emergency
Entity
Family

2
9

Add whatever fields you want to show on the report

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

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

Delete

Report Width: 245/172

Data Mining

Favorites New Window

Report Name: EPSOs

Back

Report Title: EPSOs

Report Orientation: Landscape

Student Status: Active

Excel Export: Default

Default Entity: Yes

Field Selection Field Search

Field Areas

Activity
Assessment
Attendance
Busing
Categories
Custom Forms
Discipline
E/W
Emergency
Entity
Family

3
0

Fields are setup similar to Student Profile

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

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 View Ranges

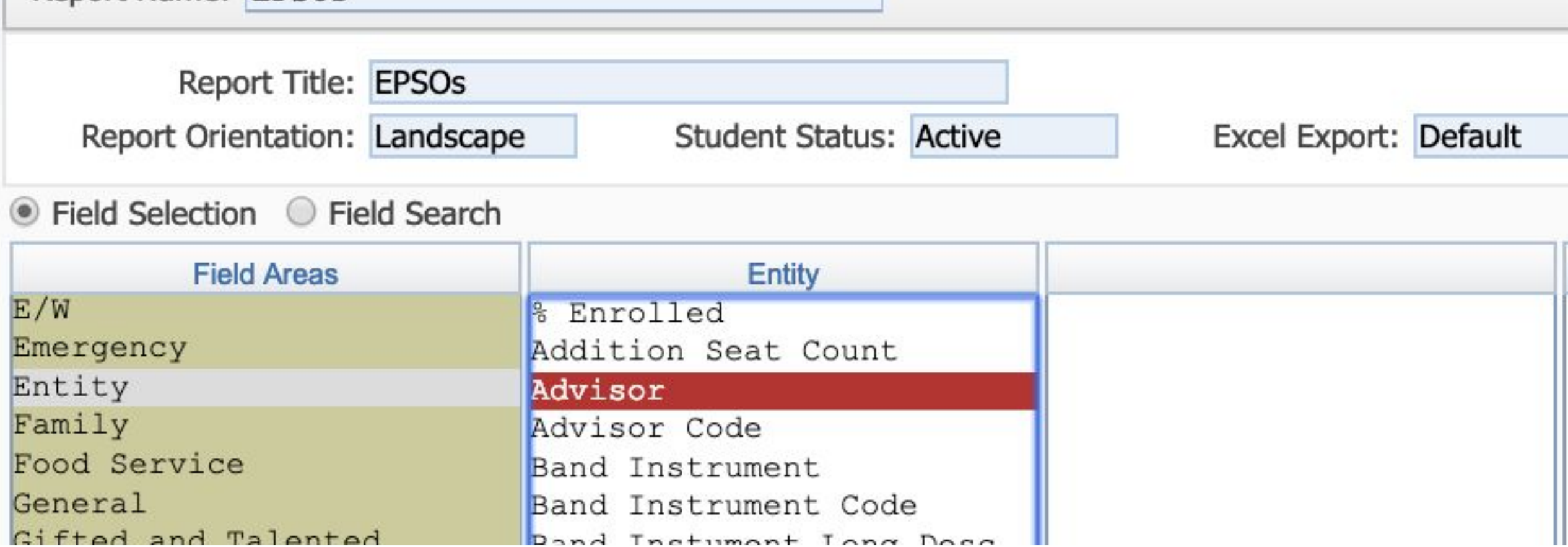
Back

Up

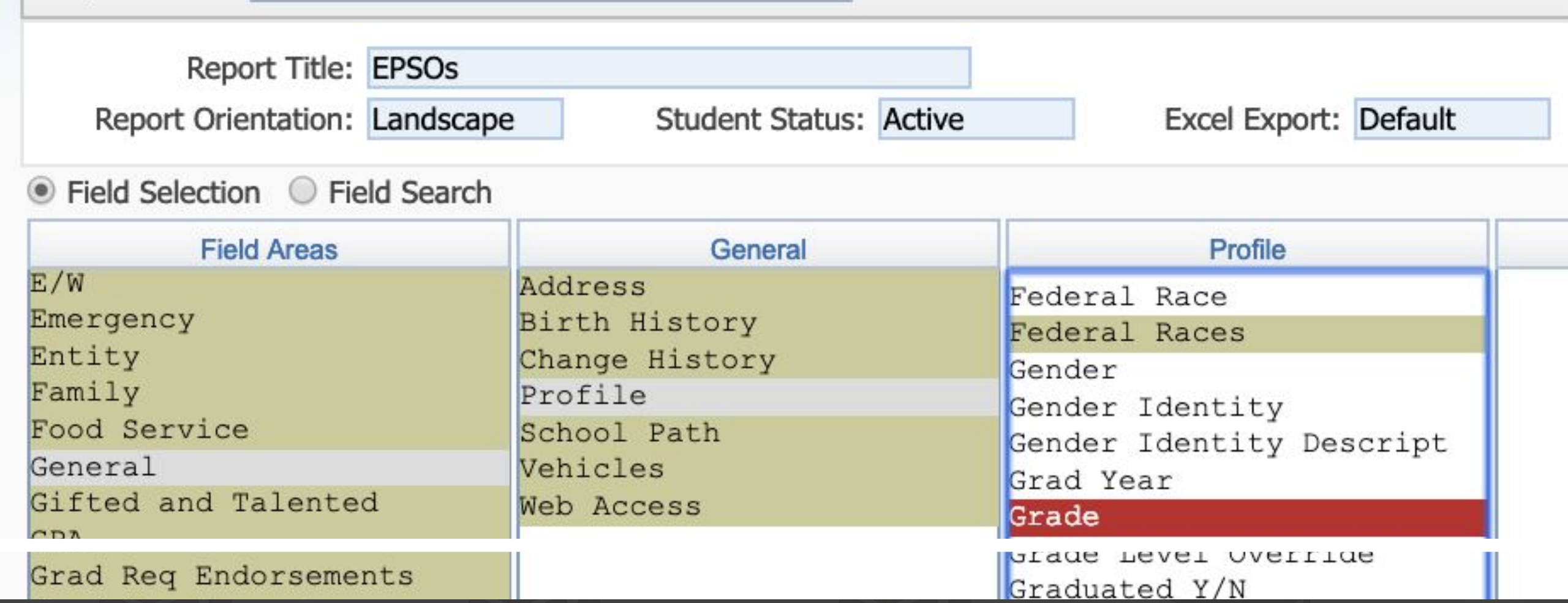
Down

Delete

Report Width: 245/172



Advisor and Counselor are under "Entity"



“Grade” and “Name” are found under “General” and “Profile”

Report Title: EPSOs

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

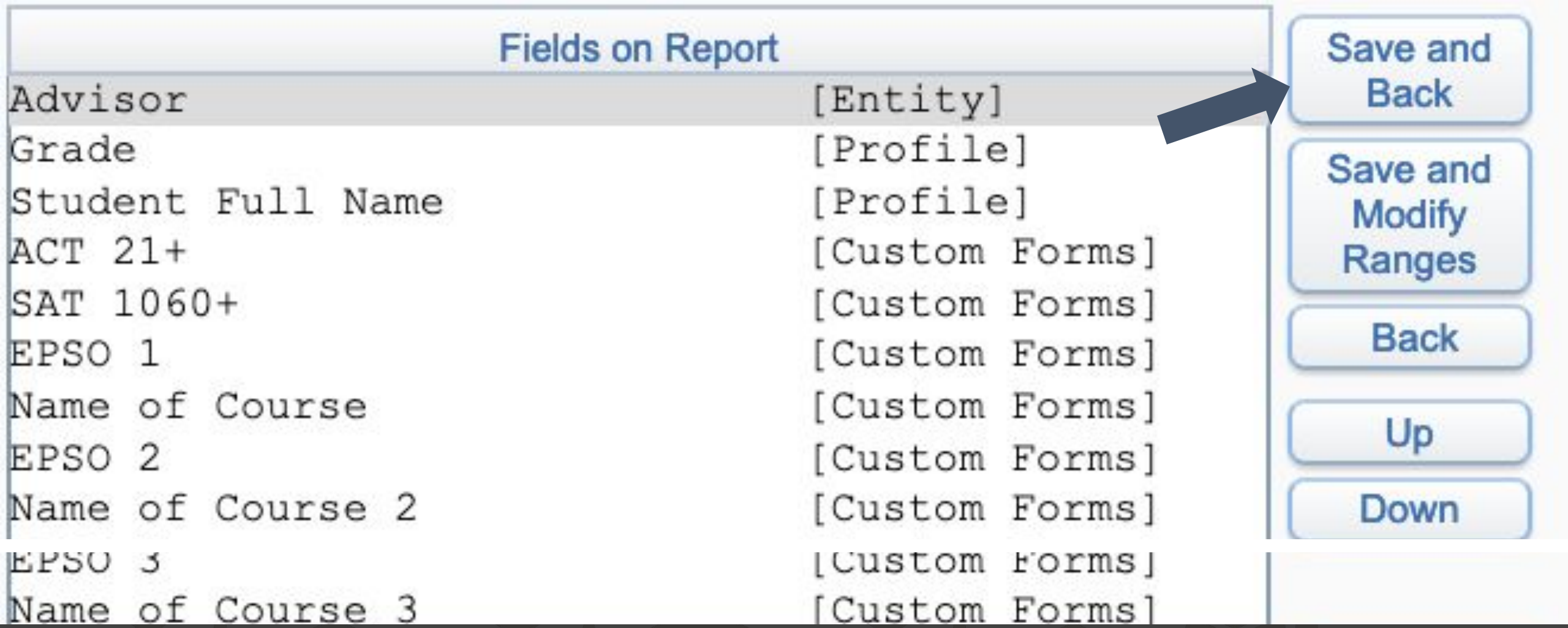
Field Selection | Field Search

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

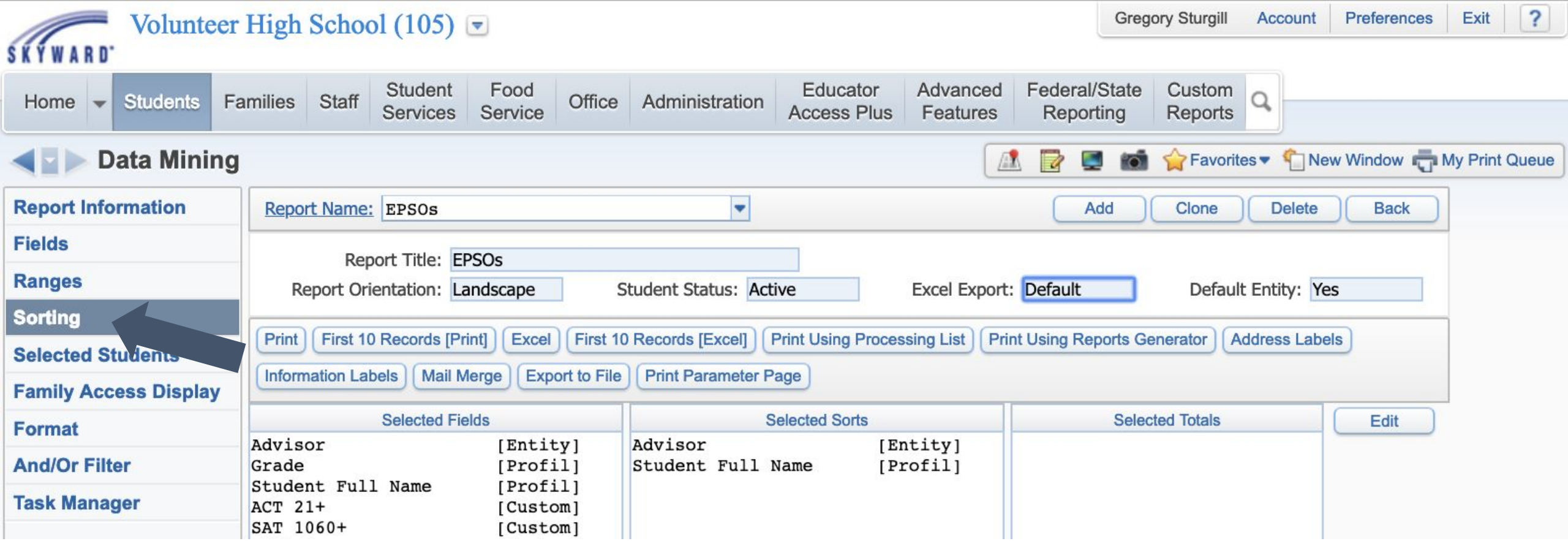
The fields from your Custom Form are found under "Custom Forms," "Custom Forms Student," and then the name of your EPSO form.

I added the following

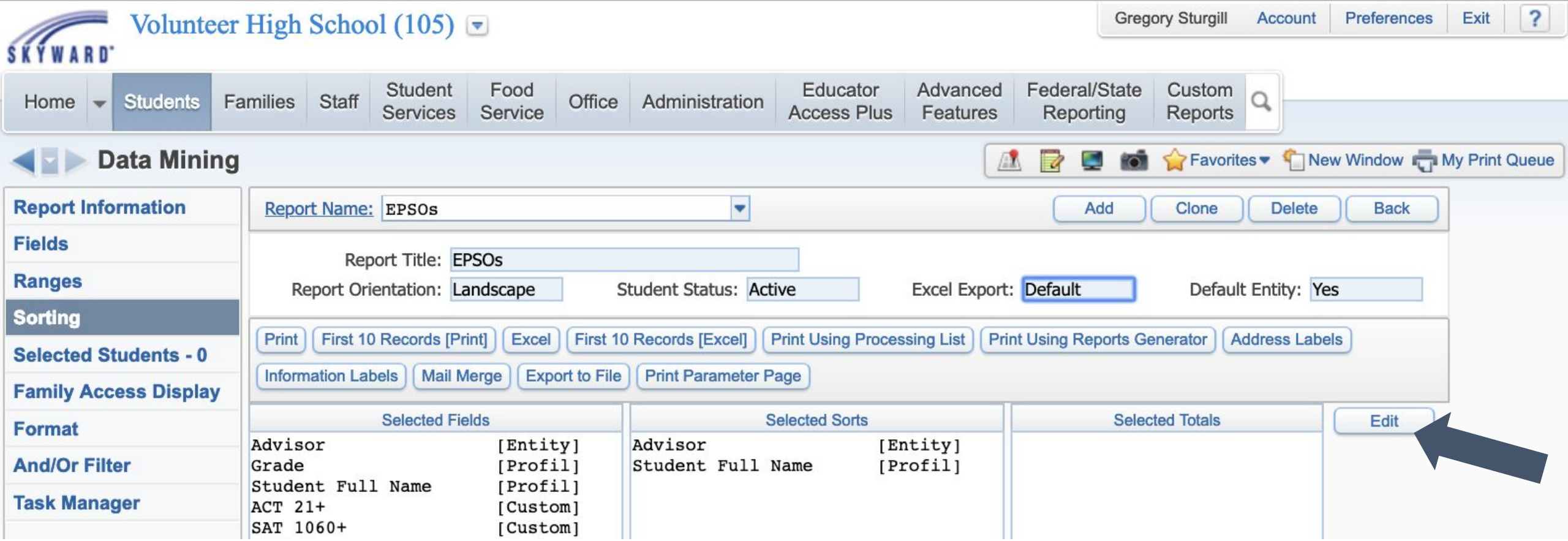
Fields on Report	
Advisor	[Entity]
Grade	[Profile]
Student Full Name	[Profile]
ACT 21+	[Custom Forms]
SAT 1060+	[Custom Forms]
EPSO 1	[Custom Forms]
Name of Course	[Custom Forms]
EPSO 2	[Custom Forms]
Name of Course 2	[Custom Forms]
EPSO 3	[Custom Forms]
Name of Course 3	[Custom Forms]
EPSO 4	[Custom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



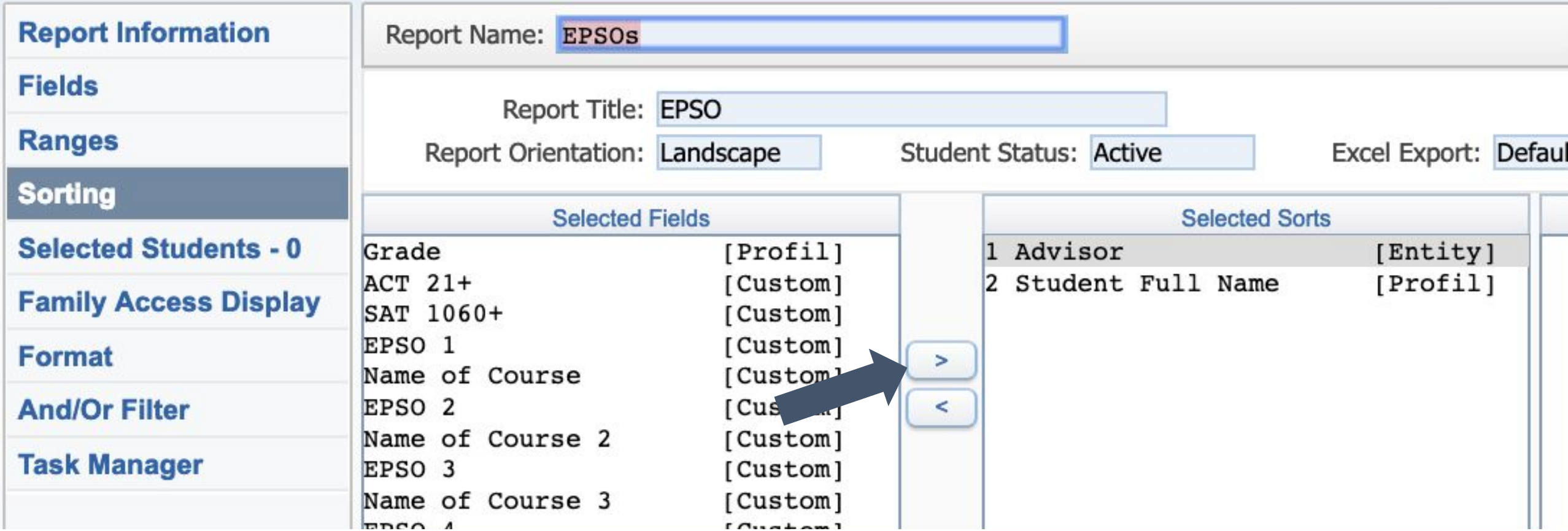
Once you have added all the fields you wanted to add, click “Save and Back”



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

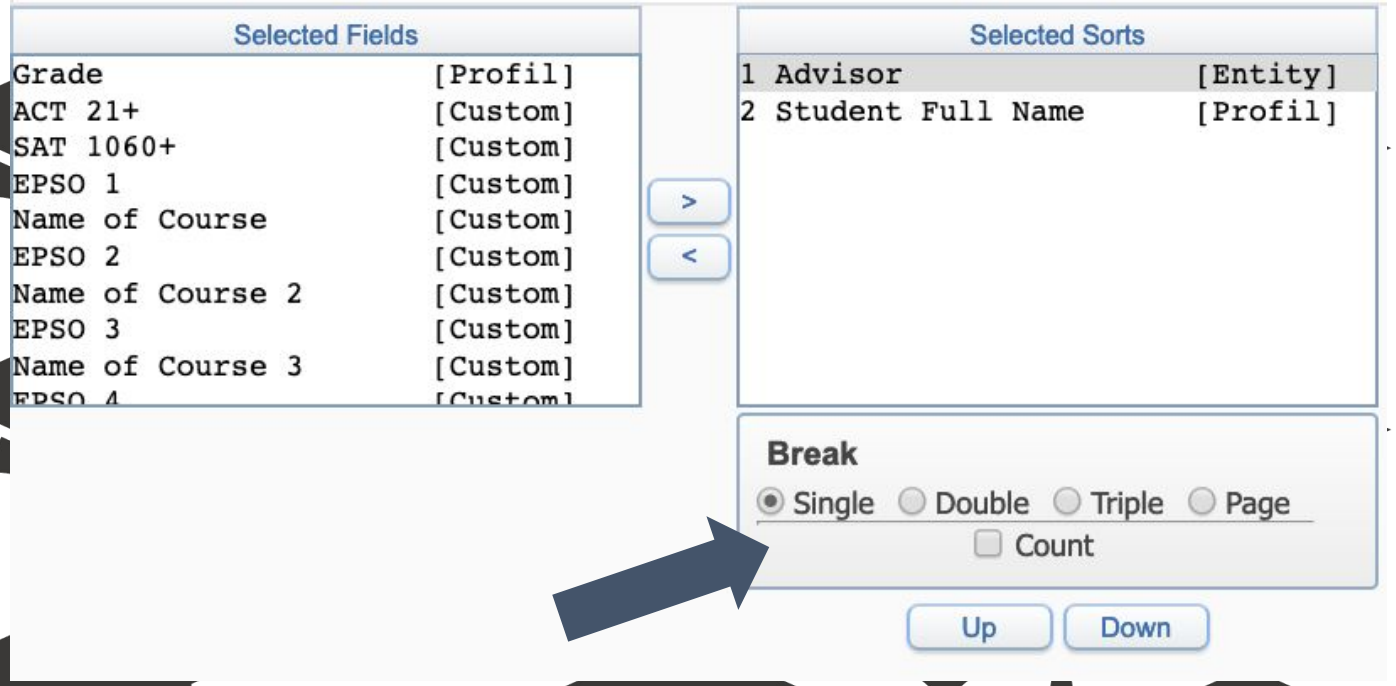


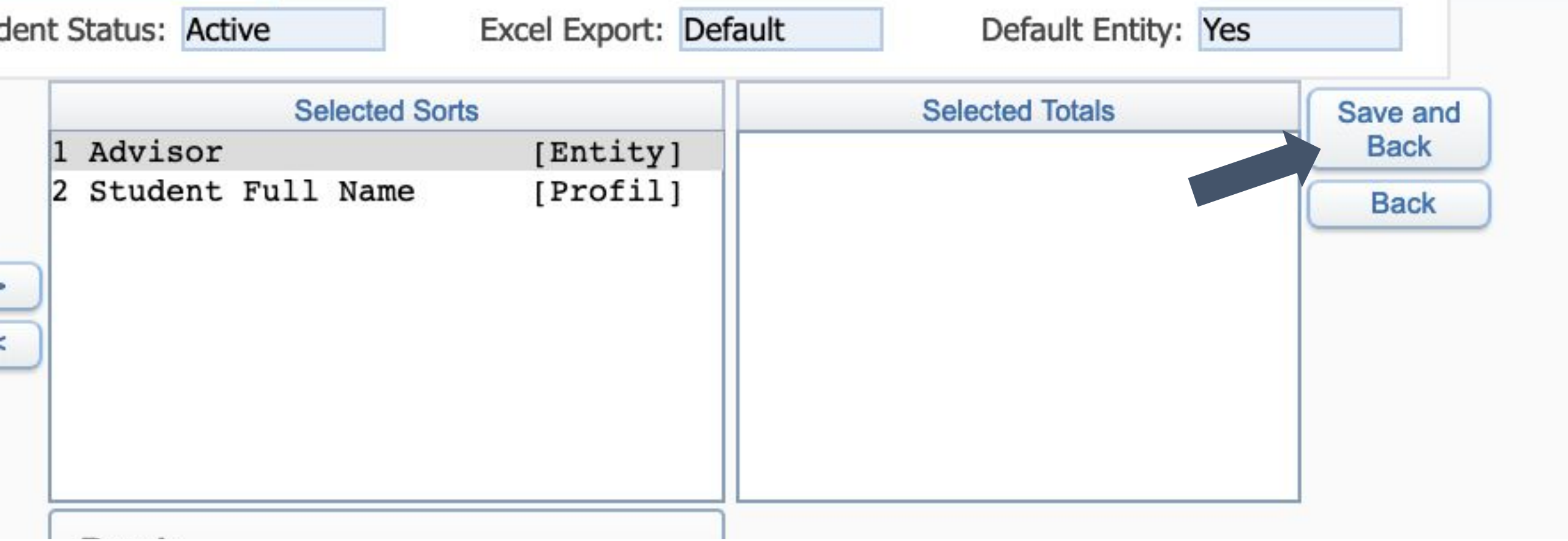
Then click "Edit"



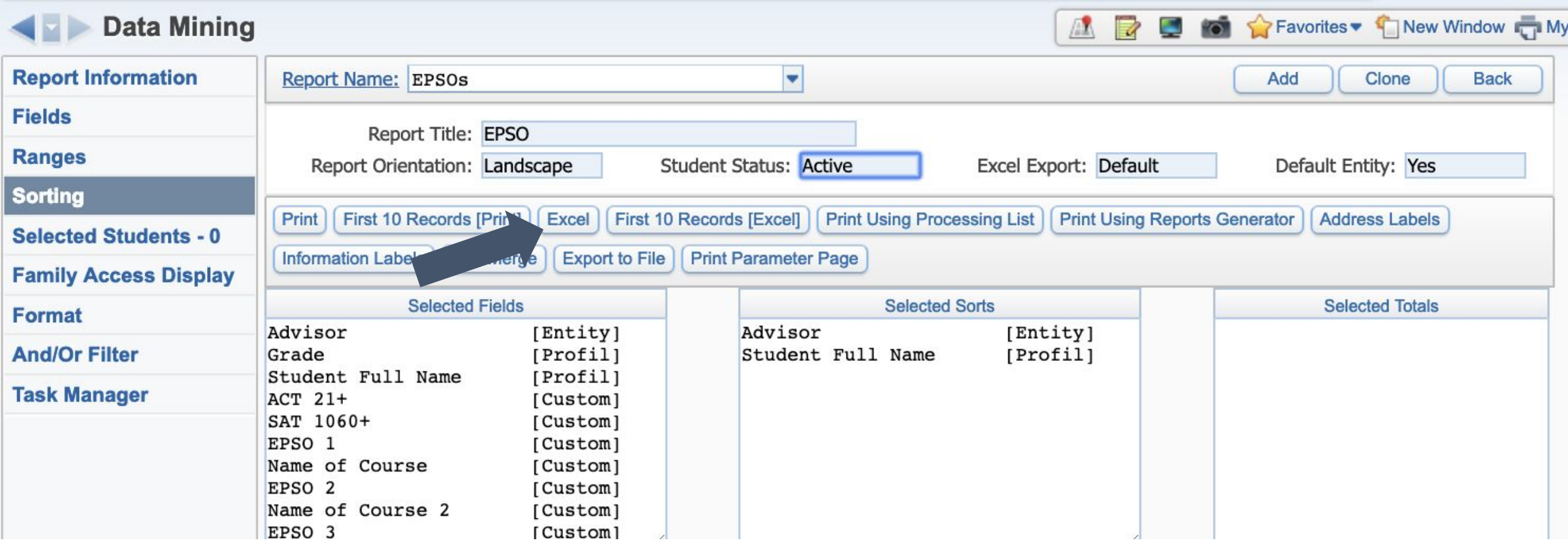
Use the arrows to add items you'd like to sort by

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

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
Chambers, Susan H	12												X	CNA	
Chambers, Susan H	12				X	DE HIST									X
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12				X	DE HIST	X	DE HIST					X	CNA	
Chambers, Susan H	12														
Chambers, Susan H	12				X	DE HIST	X	DE HIST							
Chambers, Susan H	12		X		X	US HIST	X	DC Pre-cal							
Chambers, Susan H	12				X	US HIST	X	US HIST							
Chambers, Susan H	12												X	CNA	
Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	COMP1	X	COMP 2			
Chambers, Susan H	12														
Chambers, Susan H	12				X	US HIST	X	US HIST							
Chambers, Susan H	12				X	US HIST	X	US HIST	X	COMP 1	X	AP ENG			
Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	AP ENG	X	DC Stats			
Chambers, Susan H	12		X		X	US HIST	X	US HIST							
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12				X	DC SOCIOLOGY									
Chambers, Susan H	12				X	DC W HIST									
Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	AP ENG	X	DC SOCIOLOGY			
Chambers, Susan H	12				X	US HIST	X	AP Eng							X
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12														
Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	DE COMP 1					
Chambers, Susan H	12				X	US HIST	X	US HIST							
Chambers, Susan H	12					DC W HIST									
Chambers, Susan H	12		X		X	US HIST	X	US HIST	X	COMP 1	X	COMP2			
Chambers, Susan H	12				X	ELECTRICAL 50HR									
Chambers, Susan H	12														

Any questions?

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