

ACCESSING AN ARCHIVED FORMS & ARCHIVING FORMS

Once a form is archived, it can be found by selecting the school year from the dropdown at the top right. Notice in the screenshot below that the icon is also changed to a smaller icon and it shows the date that the form was archived.

Aaron, Aubrey Oriallann
Student ID: 32097 Date of Birth: 9/27/2000
Grade Level: Ninth Ethnicity: White
Campus: Galvez High School Gender: Female

General Tests and Scores Forms Journal Items

Add Form Attach Document

RTI

- Intervention Form (RTI)
Assigned By: admin, admin On: 7/5/2012

At Risk

- Personal Academic Plan
Assigned By: admin, admin On: 7/5/2012
- At Risk Student Profile
Assigned By: admin, admin On: 7/5/2012
- Accelerated Instruction Plan
Assigned By: admin, admin On: 7/5/2012

ESL

- STAAAR Decision LPAC Form
Assigned By: admin, admin On: 9/22/2016 Archived On: 9/7/2017

504

- 504 Accommodations
Assigned By: admin, admin On: 7/5/2012

General Forms

- ESPED Attachment
Assigned By: admin, admin On: 11/9/2016

HOW TO ARCHIVE FORMS

Forms can be archived in two ways. First, each form that has been assigned to a student can be archived individually by clicking the **Archive** button in the form. To complete the archive you will be asked to confirm this action by clicking **OK**.

a.schoolobjects.com says:
Are you sure you want to deactivate this form?

Cancel OK

General Tests and Scores Forms Journal Items

Save Mark as Updated Archive Refresh Data

At Risk Student Profile

Student Information
Courtney Ann Becher

Student ID:	32097	Grade Level:	Fifth
Date of Birth:	9/27/2000	Ethnicity:	White
Programs:	No Instructional Setting, Title 1 - Schoolwide Program		

Refresh

The second way to archive forms is to mass archive all currently active forms at once. Mass archiving is done per form in the form management. In the **Forms Tab**, choose the form that you would like to archive and then click the **Advanced Tab**. Click **Archive active forms effective today** and then verify that is what you want by clicking **OK**. Notice the warning: This option is *safe and will not lose any data*, but archived forms cannot be unarchived or made active again.

