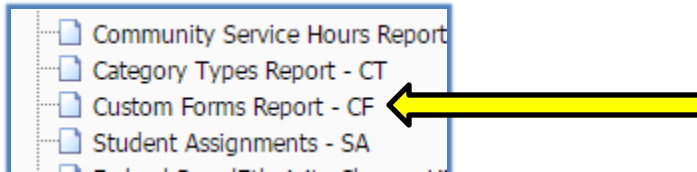


Accessing Student Registration Custom Form

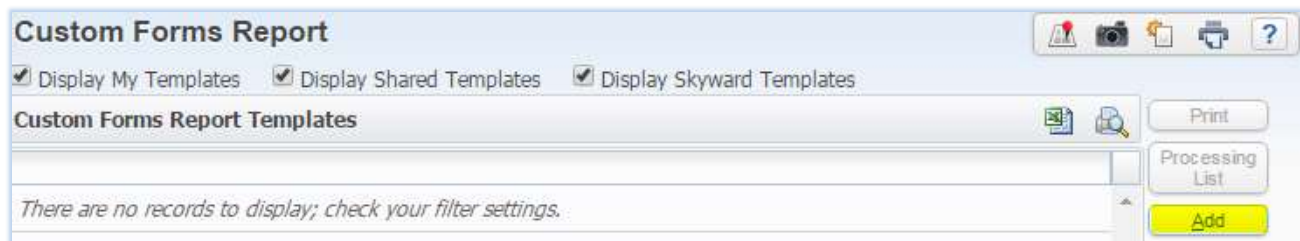
This document is for accessing the custom form called Student Registration Form. You can use this custom form to run all students registration and emergency contact information for verification at the beginning of the school year or anytime.

1. Student Management/Students/Reports/Custom Form Reports [\[WS\ST\RE\CF\]](#)



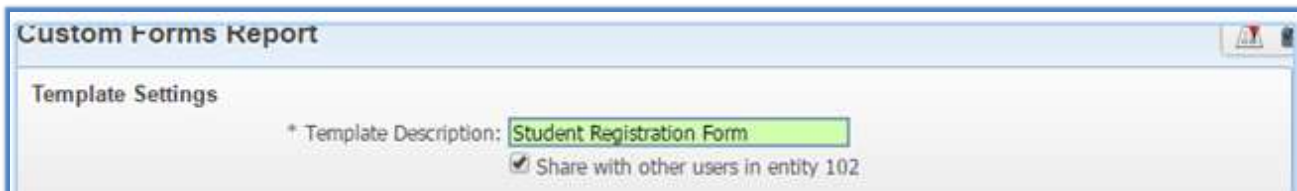
2. From the Custom Forms Report screen

- Click on the **Add** Button



3. Student Management/Students/Reports/Custom Form Reports [\[WS\ST\RE\CF\]](#)

- Give the Template Description a name (example: Student Registration Form)
- Click on the Box that allows you to share this custom form with others in your entity, if you wish to do so



- Under the **Available Custom Form** you can see all the forms that have been created and shared. Highlight the desired custom form.
- Click on the **Add** button this will take the selected form from the **Available Custom Forms** and move it over to the **Selected Custom Forms** box

- Under **Student Selection** click on the **Ranges** Button

- Select the desired options. Optional fields will change based on the range you select.

- Change the **Student Status** to **Active**
- Click on **Save** to save the ranges (will automatically take you back to the Custom Forms screen)

- Click on **Save** to save the Custom Form or **Save and Print** if you want to print the forms right away