This document is for accessing the custom form called Student Registration Form. You can use this custom form to run a\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

Custom Forms R	eport		🖞 🤠 ?
🗹 Display My Templates	🗹 Display Shared Templates 🛛 🗹 Display Skyward Templates		
Custom Forms Report Templates		🖳 🗟	Print
			Processing List
There are no records to d	lisplay; check your filter settings.	*	Add

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

Custom Forms Report	A 8
Template Settings * Template Description: Student Registration Form	
Share with other users in entity 102	

- □ 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

n
in entity 102
Selected Custom Forms
1

Under Student Selection click on the Ranges Button

By Range By Individual By Teacher By Reports Generator Ranges Ran	Student Selection	
	By Range By Individual By Teacher By Reports Generator Ranges	Ranges

 $\hfill\square$ Select the desired options. Optional fields will change based on the range you select.

Student key:		LLLLLLLLL		121000	
By Individual Grades By Grade Range		By Grad Year	Range	By Grad Req Base Year	?
Grade/Grad Yr:	0000			0000	

□ Change the **Student Status** to **Active**

□ Click on **Save** to save the ranges (will automatically take you back to the Custom Forms screen)

Ranges Maintenand	ce		🥂 📾 🖺 👼
Student ranges are based upo	on the current entity's school year,	not the report's school year.	
Ranges			Save
	Low	High	Back
Student Key:		ZZZZZZZZZZZ	
By Individual Grades	By Grade Range 💿 By Grad Year	Range 🔘 By Grad Req Bas	e Year 🙎
Grade/Grad Yr:	9999	0000	
Advisor:		ZZZZZZZZZZZZ	
Counselor:		ZZZZZZZZZZZ	
Feeder School:		ZZZZZZZZZZZ	
Zip Code:		ZZZZZZZZZZ	
Residency:	Residents and Non-Residents	•	
Student Status;	Active	T	
NY Status:	Active and Inactive	Ŧ	
CY Member:	CY Members and Non-CY Member	rs 🔻	
Gender:	Both	•	
Graduated?:	Both	.	

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

