Introduction to:
Student Forms

November 20, 2018

- Customizing Required Forms & CTSO's

- Flagging Collected Forms

  - Administration

  - Support Staff

- Forms Reporting

  - Support Staff

  - Teachers

  - Missing Student Forms Validation

Student Forms

- ## Student Forms

CTE 's are required to collect a variety of student forms and keep them on file. The task of maintaining the forms collected and determining the students with missing forms can be an overwhelming and time consuming process.

ClassMate has functionality that easily and efficiently manages the forms collection and record keeping process. ClassMate allows the users to customize the names of the forms your school is required to collect, Then, the forms as received are flagged in the system by support staff. Both Administrators and Teachers can run a report to identify those students missing required forms.

Enter Required Forms

↓

Flag Forms in ClassMate

↓

Report on missing forms by student.

3
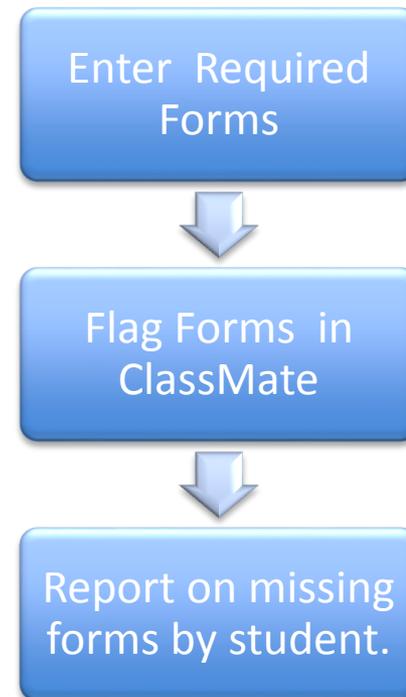
Student Forms

Getting Started
Customizing Required Forms

Double Click **My Modules** > Double click **System Administrator**
Folder > Click **Master Codes Maintenance**

- Select **Student Form Checklist**.
- Click the **+** to left to expand and display the list of forms

ClassMate populates the **Student Form Checklist** with commonly required forms.
The module is completely customizable, add, edit or remove the default forms as needed.

Master Codes

- Special Services Cats 1000-1049
- PLACE OF INCIDENT 1100 -1149
- AWARDS CATEGORY 1200 - 1299
- INDUSTRY ASSESS LEVS 1301-1399
- DAY TYPES
- Progress Rpt Comment Category
- Allowable Medications 1601-1699
- Student Form Checklist 1700-99
  - 001701 - Career Objective Form
  - 001704 - AUP - Parent Form Signed and Recieved
  - 001705 - Demographics
  - 001707 - Media Release Form Rec'd
  - 001708 - Medical Consent Form Rec'd
  - 001709 - EOO Form Rec'd
  - 001710 - State Required Form Rec'd
  - 001711 - Parent Portal Permission Rec'd
  - 001713 - Placement Denied
  - 001714 - Media Release Denied
  - 001715 - House Project Safety Form
  - 001716 - Media Release Form Accepted
  - 001717 - School Handbook

Adding a Required Form

Student Forms

1. **Identify Available ID Range**

   Determine the available ID number range. **Student Forms** is 1700-1799.
   Note: The required forms cannot have an ID that falls outside of this range.

   Determine the next available sequential ID. In this example, the next ID for available for use is **00714.**

2. **ID Field**

   Enter the next available sequential ID. In this example, the next ID available for use is **001714**

3. **Description**

   Enter a Description of the Form. Keep in mind the description can indicate whether a parent has accepted or declined the form content. This field can be used in a variety of ways to help communicate information to the teachers in the classroom.

4. **Ref ID**
   Used for Teacher Web to link form to the Parent Portal forms.
   To indicate Parent Portal the RefID should start with PP followed by 2 digits that indicate the form name.
   When form is indicated as being "Read" and/or "Accepted/Denied" the appropriate form will be checked in Student Forms checklist in Student Master.
   Examples:
   PPSH to link form to Student Handbook to indicate "Read"
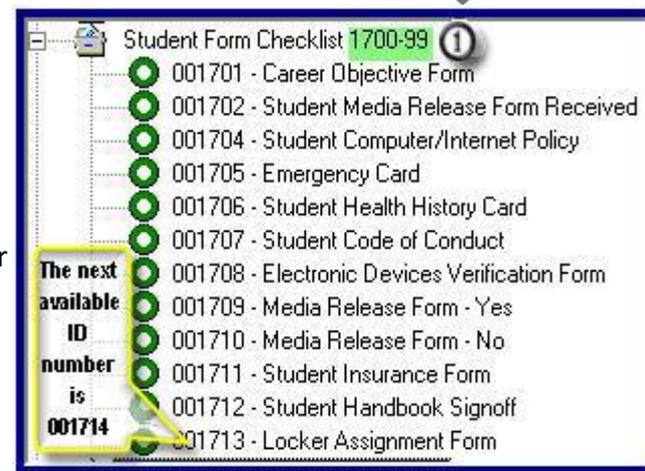   PPSH-Y to indicate "Accepted"
   PPSH-N to indicate "Declined"

5. **Purge at Rollover**
   Select Yes to indicate if Form rolls over from year to year. Use this option if a form only needs to signed once during the students career.
   Select No to purge during Annual Rollover. Use this option if the student is required to submit a new form each school year.
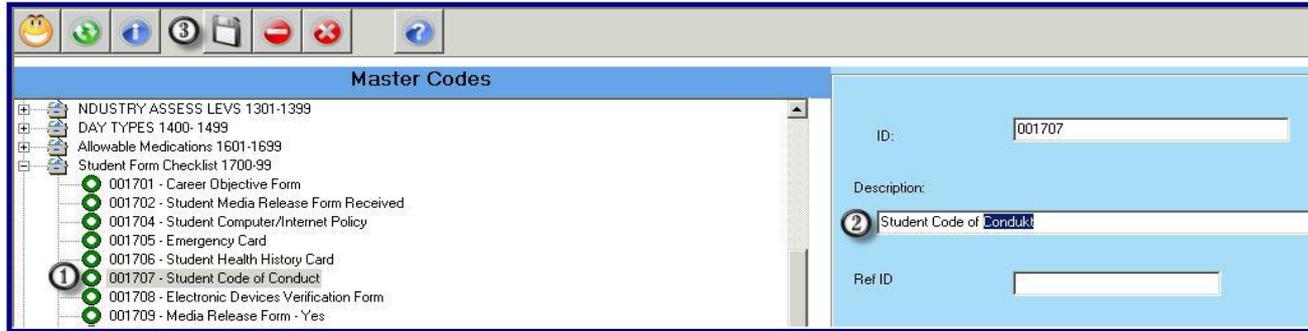
5. Click **Save**

Student Forms

Editing a Required Form

① Select the form from list that requires **editing**. A form may require editing due to a spelling error or name change.

② Highlight the area requiring editing and type the new text in the field.

③ Click **Save**

Deleting a Required Form

① Select the form from list to be deleted. A form may become obsolete or is simply no longer required.

② Click **Red** Round Delete Icon located along the top of the screen

Student Forms

Adding a Required CTSO

Getting Started
Customizing CTSO's

Double Click **My Modules** > Double click **Curriculum Management Folder** >
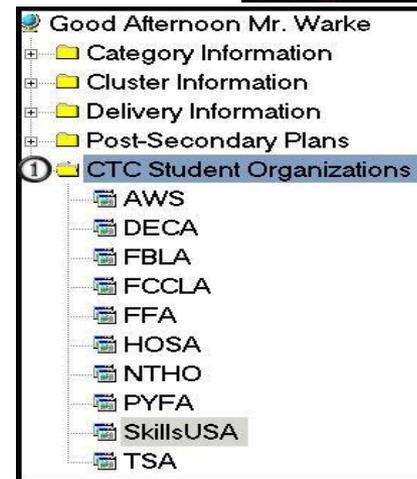Click **Instructional Classifications**

① **Adding a CTSO**

Click **the CTC Student Organizations Folder** to add a CTSO
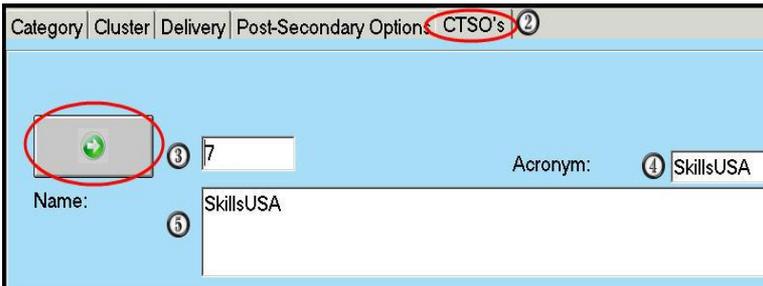
② Click the **CTSO's** Tab

③ Click the **Green Check** to auto-generate a CTSO ID number

④ **Acronym:** Enter an **Acronym** for the CTSO

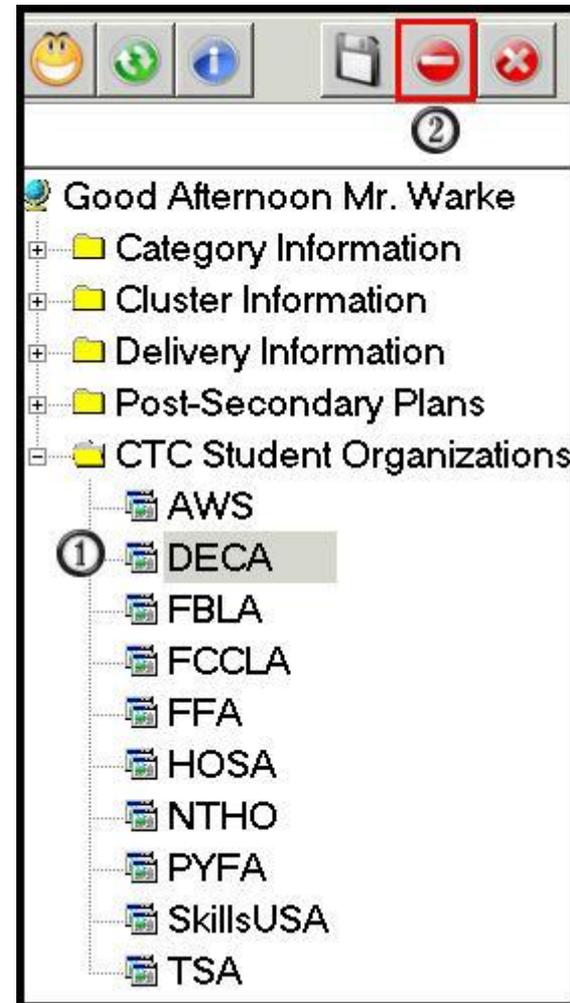⑤ **CTSO Name:** Enter a CTSO Description.

Click **Save**

Student Forms

Deleting a CTSO

(1) Select the CTSO from list to be deleted. A CTSO may become obsolete or is simply no longer required.

(2) Click **Red** **Round Delete Icon** located along the top of the screen

Student Forms

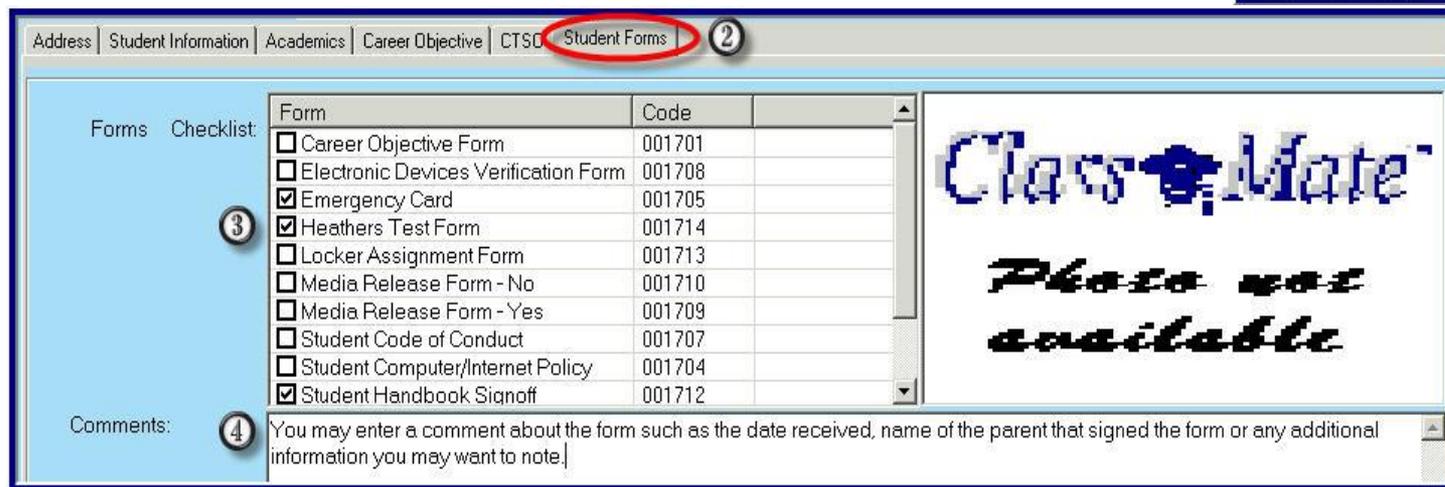## Getting Started
Flagging Required Forms

Double Click **My Modules** > Double click **Student Enrollment Folder** > Click **Student Master Information**

① To Flag or check off a required form select the **Student Name** from the student roster.

② Click the **Student Forms Tab** to view the list of required forms customized in Master Codes

③ Click the box to the left of form received. A check mark will display in the box indicating the form has been received.

④ **Comments:** Enter any additional information required by your CTE or any additional information need for quick reference.

For example, the date the form was received.


```
ClassLink Career and Technical Center
① Akian, Alan A 101100536 4444990094
   Akian, Alicia L 091000171 4444654060
   Akian, Altana   002070762 4444393517
   Akian, Anas  101100480 4444382970
   Akian, Andrew J 002070668 4444256477
   Akian, Austin D 002070723 4444970348
   Akian, Brandon M 002070715 4444366224
   Akian, Brandon L 101100379 4444353429
   Akian, Charisa  101100140 4444248362
   Akian, Claudio  002070861 4444148493
   Akian, Daniel  091000175 4444730568
   Akian, Edwin  002071251 4444316203
```


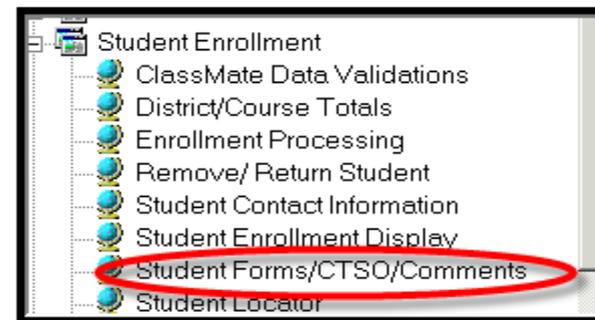| Form	Code
☐ Career Objective Form	001701
☐ Electronic Devices Verification Form	001708
☑ Emergency Card	001705
☑ Heathers Test Form	001714
☐ Locker Assignment Form	001713
☐ Media Release Form - No	001710
☐ Media Release Form - Yes	001709
☐ Student Code of Conduct	001707
☐ Student Computer/Internet Policy	001704
☑ Student Handbook Signoff	001712

Comments: ④ You may enter a comment about the form such as the date received, name of the parent that signed the form or any additional information you may want to note.

Student Forms

Getting Started
Flagging Required Forms for Support Staff

Double Click **My Modules** > Double click **Student Enrollment Folder** > Click **Student Forms/CTSO/Comments**

① To Flag or check off a required form select the **Student Name** from the student roster.

② Click the **Student Forms Tab** to view the list of required form customized in Master Codes

③ Click the box to the left of form received. A check mark will display in the box indicating the form has been received.

Student Forms

## Flagging a CTSO in the Student Forms/CTSO/Comments Module

② Click the **CTSO Tab** to view the list of required CTSO's customized in Master Codes

③ Click the box to the left of form received. A check mark will display in the box indicating the form has been received.
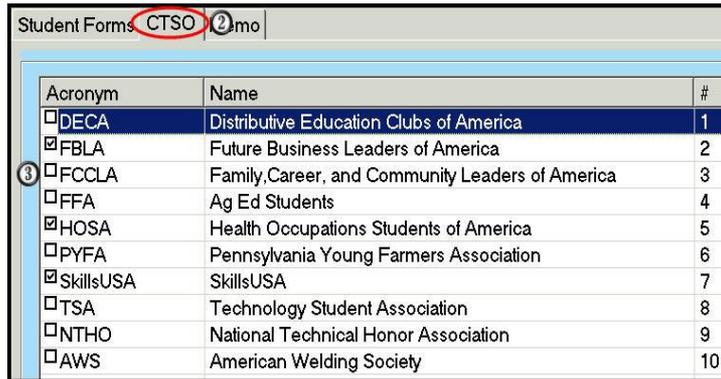
Acronym	Name	#
☐ DECA	Distributive Education Clubs of America	1
☑ FBLA	Future Business Leaders of America	2
☐ FCCLA	Family,Career, and Community Leaders of America	3
☐ FFA	Ag Ed Students	4
☑ HOSA	Health Occupations Students of America	5
☐ PYFA	Pennsylvania Young Farmers Association	6
☑ SkillsUSA	SkillsUSA	7
☐ TSA	Technology Student Association	8
☐ NTHO	National Technical Honor Association	9
☐ AWS	American Welding Society	10

Student Forms | CTSO | Memo

Adding a Comment in the Student Forms/CTSO/Comments Module

② Click the **Memo Tab** to add a comment

③ Enter any additional information required by your CTE or any additional information need for quick reference. For example, the date the form was received.

Click the "abc" check button to perform a spell check.
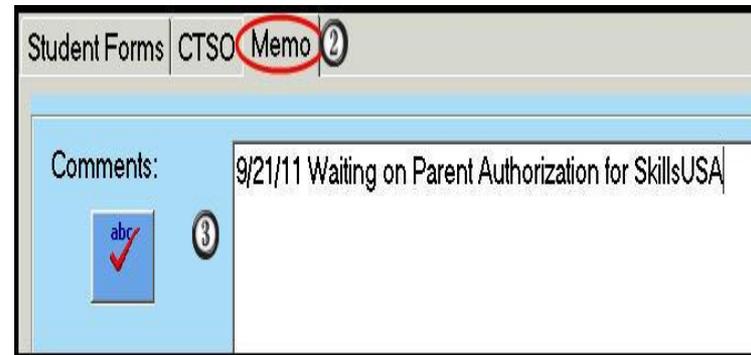
Student Forms | CTSO | Memo ②

Comments: 9/21/11 Waiting on Parent Authorization for SkillsUSA

Student Forms

Student Form Reporting

Student Forms Checklist are available in your reports folder.

The following reports are commonly used:

- **Teachers**:

  Reports Folder: Teacher Discipline

  Folder > **Student Forms Checklist by Class**

- **Administrators**:

  Reports Folder: Student Information Folder >

  Admin Student Forms Checklist

Note: System Administrators can place these reports inside the modules using the Dynamic Reporting module.

Missing Student Form Validation

You can also select to generate the Missing Student Form Validation to identify students and the forms NOT checked off as being received in ClassMate.

- Student Enrollment > **ClassMate Data Validations > Missing Student Forms**

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Questions? Contact us!
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