

ClassLink ClassMate

Introduction to: **Student Forms**



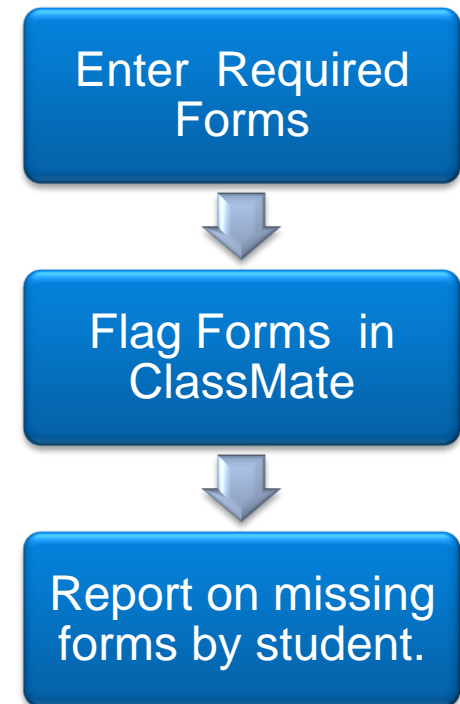
- Customizing Required Forms
- Flagging Collected Forms
- Forms Reporting
 - Support Staff
 - Teachers



Student Forms

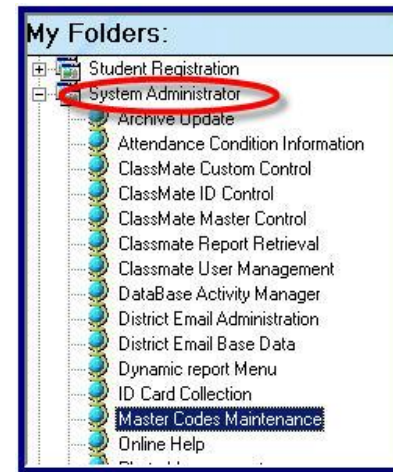
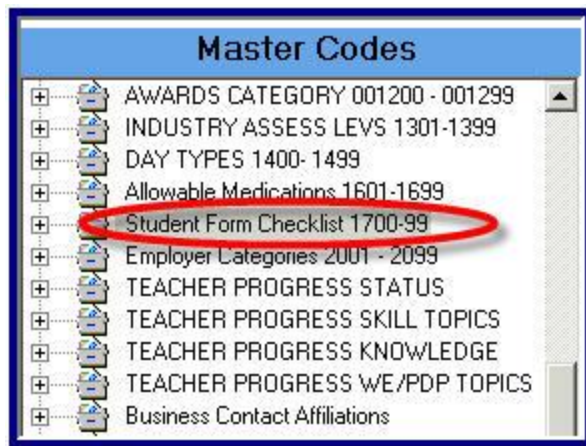
CTE 's are required to collect a variety of student forms and keep them on file. The task of maintaining the forms collected and determining the students with missing forms can be an overwhelming and time consuming process.

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.



Getting Started Customizing Required Forms

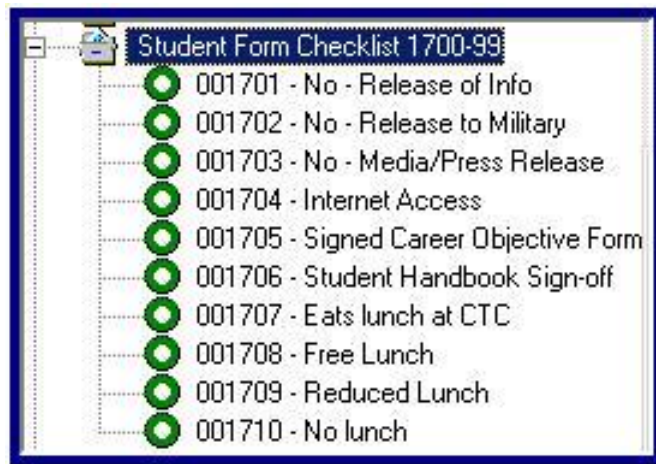
Double Click **My Modules**>Double click **System Administrator Folder**>Click **Master Codes Maintenance**



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

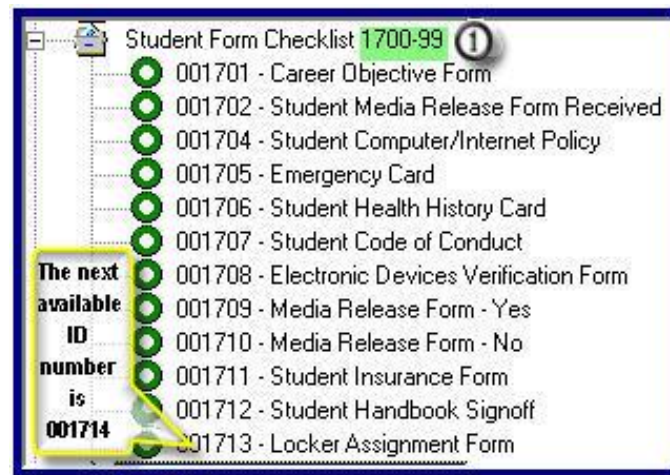
Getting Started

Customizing Required 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.

Adding a Required From

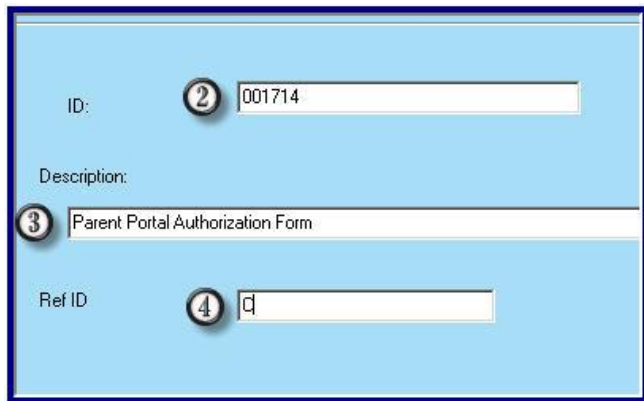


Identify Available ID Range

- ① 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**.

Adding a Required From



ID: ② 001714

Description: ③ Parent Portal Authorization Form

Ref ID ④ C

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

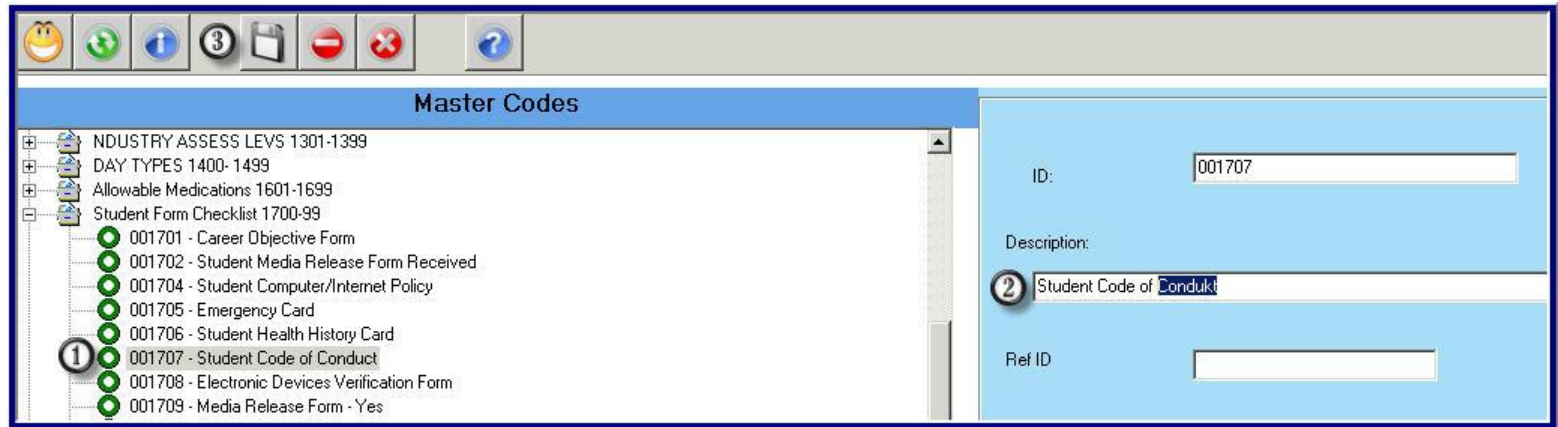
Ref ID

Enter a **C** (continuing) in this field if the is required to rollover from year to year. Use this option if a form only needs to signed once during the students career.

If the Ref ID field is left **blank**, during rollover the forms will reset. Use this option if the student is required to submit a new form each school year.

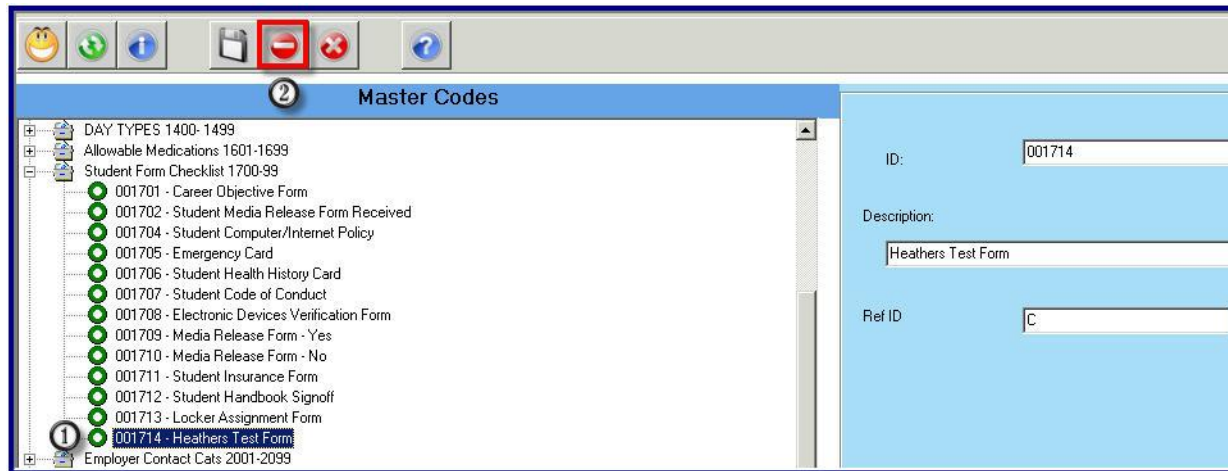
Click **Save**

Editing a Required From



- 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

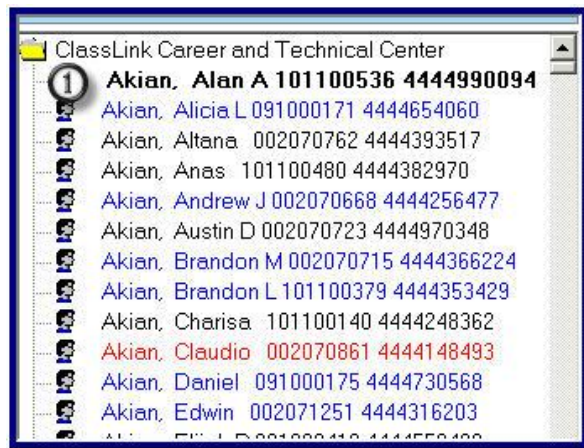
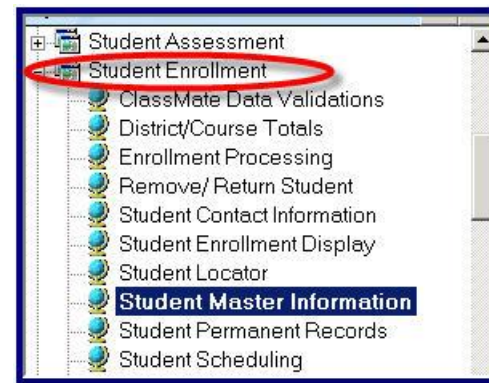


- ① Select the form from list to be deleted. A form may become obsolete or is simply no longer required.
- ② Click **Red Round Delete Icon** located along the top of the screen

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.

Flagging a Required From

② Student Forms Tab

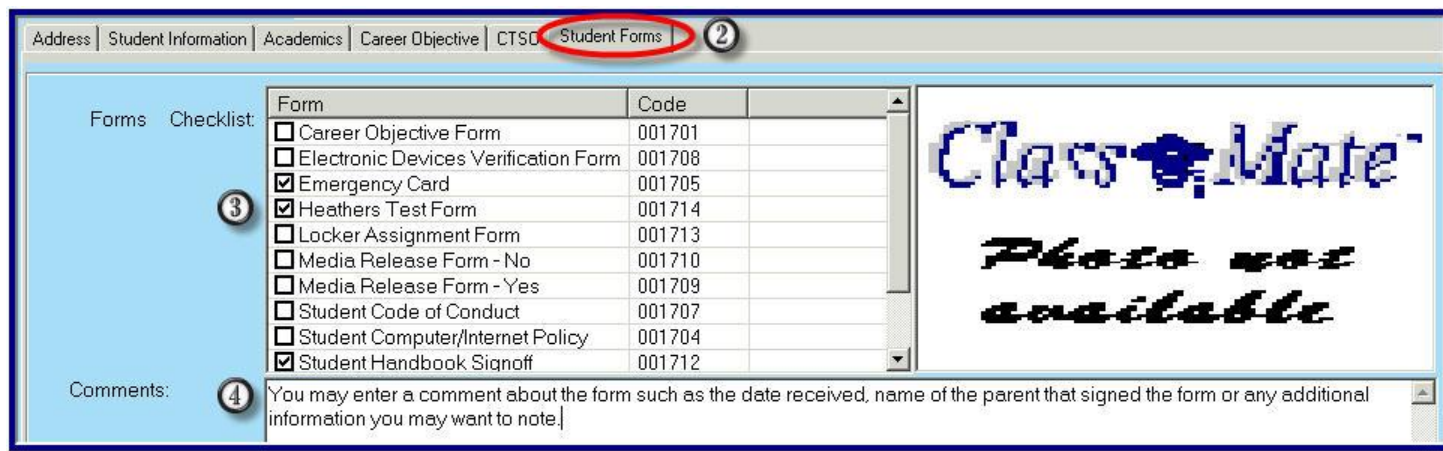
Click the **Student Forms Tab** to view the list of required form customized in Master Codes

③ Student Forms List

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.



Forms Checklist	Form	Code
<input type="checkbox"/>	Career Objective Form	001701
<input type="checkbox"/>	Electronic Devices Verification Form	001708
<input checked="" type="checkbox"/>	Emergency Card	001705
<input checked="" type="checkbox"/>	Heathers Test Form	001714
<input type="checkbox"/>	Locker Assignment Form	001713
<input type="checkbox"/>	Media Release Form - No	001710
<input type="checkbox"/>	Media Release Form - Yes	001709
<input type="checkbox"/>	Student Code of Conduct	001707
<input type="checkbox"/>	Student Computer/Internet Policy	001704
<input checked="" type="checkbox"/>	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 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

Student Form Checklist by Class

Printed on: 10/20/2010

	001701 Career Objective Form	001702 Student Health Media Release	001704 Student Computer Usage Policy Form	001705 Emergency Card	001706 Student Health History Card	001707 Student Code of Conduct	001708 Electronic Devices Verification Form	001710 Release Form - Yes	001710 Release Form - No	001711 Student Insurance Form	001712 Student Handbook Signature
Elurson, Anthony J				X							X
Cooper, Anthony G	X			X				X		X	X
Cooper, Richard A	X			X						X	X
Frank, Christopher	X			X						X	X
Frank, Richard W	X			X						X	X
Garfield, Alexander J	X			X						X	X
Garfield, Travis R	X			X						X	X
Jarvis, Anthony C	X			X						X	X
Jarvis, Darren E	X			X						X	X
Jarvis, Jonathan M	X			X						X	X

Admin Student Forms Checklist

Printed on: 10/20/2010

	001701 Career Objective Form	001702 Student Health Media Release	001704 Student Computer Usage Policy Form	001705 Emergency Card	001706 Student Health History Card	001707 Student Code of Conduct	001708 Electronic Devices Verification Form	001710 Release Form - Yes	001710 Release Form - No	001711 Student Insurance Form	001712 Student Handbook Signature
Elurson, Allen M	10	X		X						X	X
Danks, Joshua D	10	X		X						X	X
Heard, Steven M	10	X		X						X	X
Heard, Tyler J	10	X		X						X	X
Krish, Michael J	10	X		X						X	X
Krish, Sayre	10	X		X						X	X
Lazzaro, Elaine A	10	X		X						X	X
Lazzaro, Mark A	10	X		X						X	X
Mottau, Donald A	11	X		X						X	X
Mottau, Joseph	11	X		X						X	X

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

ClassLink ClassMate

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