

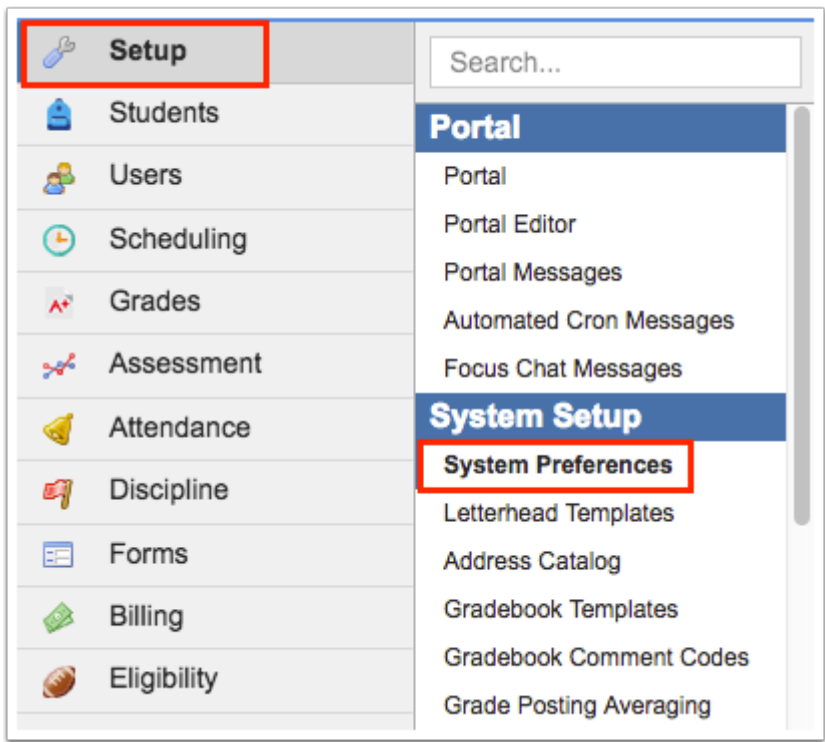
Application Editor

The Application Editor screen is used to set up enrollment forms for new students to enroll in the district, for existing students to update their information in Focus, and for inactive students to reapply to the district. Forms can also be built around any student field listed on a Form Record.

Setting the Online Application System Preferences

The Online Application tab in [System Preferences](#) houses the system preferences that are relevant to the online application.

1. In the **Setup** menu, click **System Preferences**.



2. Click the **Default School Preferences** tab.

3. Click the **Online Application** tab.

School Preferences **Default School Preferences** Default User Preferences District Preferences Single Sign-on

General Grading Attendance Enrollment Scheduling Localization **Online Application** Parent Registration

Allow New Applications to be Started ☐

Allow In-progress Applicants to Continue their Applications ☐ Note: If email validation is used on any form, then this must be enabled for new applicants to validate.

4. Set the desired system preferences.

Preference	Description
Allow New Applications to be Started	Select the check box to display the Application for New Students tab of the online application and allow new applications to be started.
All In-progress Applicants to Continue their Applications	<p>Select this check box to display the Continue Application tab of the online application and allow in-progress applicants to continue their applications.</p> <p>Note: If Email Validation is used on any application forms on the Application Editor screen, then this must be enabled for new applicants to validate their email.</p>
Application tracker	Select the check box to enable the ability for the applicant to track the application by entering their email address and a password for the application. When both the "Applicant tracker" and the "Require Email Address" preferences are enabled, the applicant must fill out the Email Address and Password fields. When the "Applicant tracker" preference is enabled but the "Require Email Address" preference is disabled, the option "Would you like to track the application status?" is displayed. Selecting Yes allows the applicant to enter the Email Address and Password fields to track the application.
Make Required Re-Enrollment Forms Student Specific	Select the check box to allow parents who have multiple students to access the Portal for the student whose required re-enrollment form was completed. Parents cannot access the Portal for other students who didn't have their required re-enrollment forms completed. When this preference is unselected, parents must complete all

Preference	Description
	required re-enrollment forms for all of their students before having access to any student data.
Enrollment Year for Application Courses	Select the year that will be used when determining the courses that a student can request in an application. Selecting N/A will use the currently selected year.
Create Students Using Negative Student IDs	Select this option to assign a negative student ID to students who applied via the online application. This is used when districts do not want to create a valid student ID for student until they are enrolled at a school in the district. The student ID changes to a positive number once the student is dropped from the Applicants school and enrolled in a district school.
Default Student Profile for Online Application	<p>Select the default student profile that is assigned to the student once the online application is completed.</p> <p>Note: A specific profile can set up for applicant students in Users > Profiles to limit the student's access in Focus until they are enrolled at a school in the district.</p>
Process Edit Rules on Student Creation	<p>Select the check box to enforce the edit rules set up in Setup > Edit Rules & Workflow on the online application as the student table is updated for new students.</p> <p>Note: For "Process Edit Rules on Student Creation" to work as expected, both the "Enabled" and "New Student" check boxes must be selected for the rule in Edit Rules & Workflow > Execute SQL. The Execute SQL will be executed upon the creation of the student record in the application school and not when the application is submitted.</p>
Process Edit Rules on Student Updates	Select the check box to enforce the edit rules set up in Setup > Edit Rules & Workflow on the online application as the student table is updated for returning students.

Preference	Description
<p>Contact Required - If an address block is shown then require student to add a contact</p>	<p>Select the check box to require applicants to add at least one contact when the Address block (in the System category) is included on the application and is marked as required in the Application Editor.</p> <p>Note that this preference does not need to be enabled when using the System Addresses and System Contacts fields in the Application Editor, as the individual fields can be marked as required.</p>
<p>Allow School Selection - Allow the user to select their desired school from a drop-down.</p>	<p>Select "Required" from the pull-down to display the "Desired School" pull-down on the /apply page. The applicant will be required to select a school. This system preference is intended for post-secondary use for the voluntary re-enrollment functionality. Schools that have the school field "Available on the Online App" selected in School Information will be available for selection by applicants.</p> <p>Select "Optional" from the pull-down to display the "Desired School" pull-down on the /apply page and have the selection of the school be optional.</p> <p>Select "None" to hide the "Desired School" pull-down.</p>
<p>Allow Enrolling in Future Year</p>	<p>Select the check box to allow the applicant to select the next school year as the year of enrollment. When the student field "Application School Year" is included on an enrollment or re-enrollment form, the applicant can select the Current School Year or Next School Year option. In the Unprocessed Applications tab and Unprocessed Forms tab of the Online Enrollments screen, the Requested Enrollment Year column will display the applicant's selection. When clicking Process to enroll the applicant in the Unprocessed Applications tab, the requested enrollment year will default as the enrollment year. This</p>

Preference	Description
	<p>preference is enabled by default. When this preference is disabled, the applicant will not be able to select the Next School Year option in the Application School Year field.</p>
<p>Allow Course Selection - Allow the user to select their desired course section from a drop-down (Requires "Require School Selection" to be enabled.)</p>	<p>Select the check box to display "Program," "Course," and "Section" drop-downs on the /apply page, which are populated based on the desired school selected. The applicant is not required to select a Program, Course, and Section. This system preference is intended for post-secondary use for the voluntary re-enrollment functionality.</p>
<p>Require Email Address - Require the user to provide an email address to begin the application process.</p>	<p>Select the check box to make the Email and Password fields required on the /apply page. When the preference is disabled, the Email and Password fields are optional. If the applicant chooses not to track the application, then they will not be able to save and return to the application, as that button is removed. If this preference is disabled and the district uses email validation for the application, then if the applicant enters an email, they will receive the validation email. If the applicant does not choose to track the application, there is no validation email and the applicant can continue to the application.</p>
<p>Prevent Duplicate SSN</p>	<p>When this system preference is enabled, an error message will display if the parent or student enters a social security number that already exists in the database: "This SSN is already in use. If you have already applied or have attended this institution in the past, please try logging in with your existing account." The parent or student will be prevented from completing the application.</p>
<p>Prevent Duplicate Students</p>	<p>When this system preference is enabled, the online application will run a script to check if a duplicate student is currently enrolled in the school district with the same (case insensitive) first name, last name and birthdate. If a match is present, a customized pop-up message appears providing the</p>

Preference	Description
	applicant with additional information.
Prevent Inactive Students	When this system preference is enabled, the online application will run a script to check if an inactive student exists in the system with the same (case insensitive) first name, last name, and birthdate. The duplicate message will display to the applicant.
Prevent Duplicate In-Progress Applications	When this system preference is enabled, the online application will run a script to check if a duplicate student is currently enrolled in the Applicants school with an application status of in progress with the same (case insensitive) first name, last name, and birthdate. If a match is present, a customized pop-up message appears providing the applicant with additional information.
Prevent Duplicate Applications in the Applicants School for the Past __ days	When a number is entered in this preference, the online application will run a script to check if a duplicate student has been enrolled in the Applicants school with a start date in the prior X days that has the same (case insensitive) first name, last name, and birthdate. If a match is present, a customized pop-up message appears providing the applicant with additional information.
Alert User the email address entered is already associated with another user in /apply	When this system preference is enabled, the user will receive a message when attempting to begin a new application on /apply using an email address that is already in the system. The warning states "The email address you entered is already associated with a user in this system. Please select the Continue Application tab to login to an existing application."
Prevent Direct Access via "/apply" URL	When enabled, the online application will only be available for access via the Parent Portal or Parent Registration Portal.
Duplicate Override Code	If a value is entered in this system preference, when the pop-up message displays to the end-user telling them there is a match, they can enter this override code,

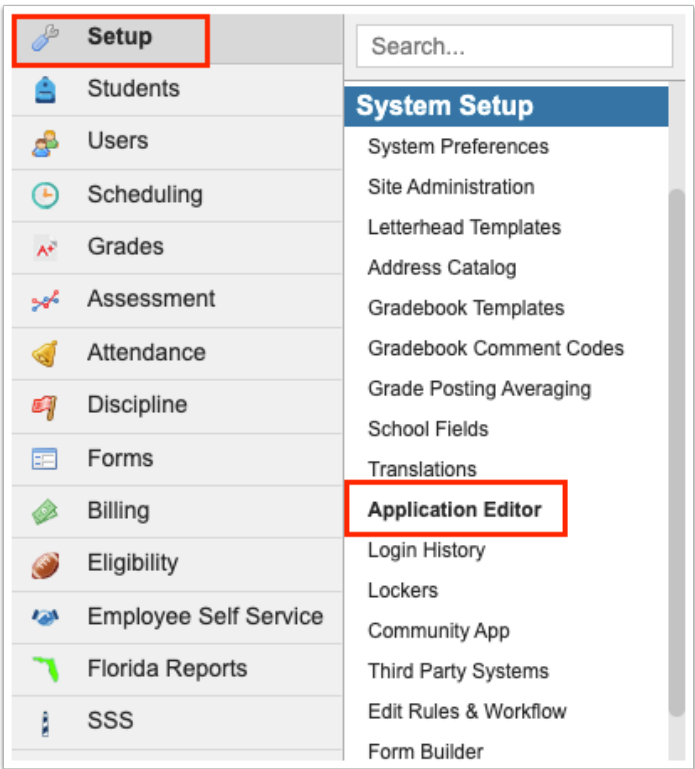
Preference	Description
	provided to them by the district, to allow them to continue with completing the online application.
Display Parent Portal Alert for In-Progress Applications	When enabled, an alert displays on the Parent Portal when the parent has a linked student who is currently enrolled (default school) in the district's applicants school and whose application.status = 'in_progress'. The alert says "Click HERE to complete {STUDENT_NAME}'s application," and includes a link to complete the application.
Log Students in to Focus after completing the Online Application	This preference is enabled by default. When disabled, student applicants will not be automatically logged into Focus upon completing the online application.
Define Grade Levels on Application Courses	This preference is used for postsecondary. When this preference is enabled, grade levels can be set for courses in the Application Courses tab of the Application Editor. Additionally, the Current Grade Level field is added to the application. When the applicant selects a grade level, the available courses will display depending on the grade level selected.
Duplicate Message Text	The message entered here will display in the pop-up to the end-user if the script returns a "match". This CK editor box allows the district to customize the match message that is displayed to the applicant.
Welcome Screen Text	Using the text editor, customize the text that will display on the welcome screen of the online application.

5. Click **Save.**

Creating a New Enrollment or Re-enrollment Form

The Application Editor allows the district to customize forms used for new student enrollment and re-enrollment of current or inactive students. Forms are built using labels, groups, page breaks, and student fields. Forms can be published online for applicants and students to access, or in Focus for current parents and students to access. Multiple forms can be created, as needed.


1. In the **Setup** menu, click **Application Editor**.





The Form Setup tab is opened by default.

2. Click the + icon at the top of the screen.

Form Setup Student Re-Enrollment Setup Application Courses

Form: Online Application  ☒ Enabled [Customize Last Page](#)

Completion Email Address: Student Email (students.custom) ☐ Validate Email Addresses Language: English [EN] Publish Options: Publish on Both

Header Color:  Header Image:  Completion Email Subject: Online App Completion Completion Email Template: Online Application (Email Validat)


District Fee(s): Validation Email Subject: Validation Email Template:

Birthdate On or After: Birthdate On or Before: Continuation Email Subject: Continuation Email Template:

Profiles Allowed to Assign: ☐ Show Zoned School


[Save Form Settings](#) [Delete Form](#) [Save Layout](#) [Copy Layout](#)

3. In the Create Form pop-up window, enter the **Form Title**. In the **Form Type** pull-down, keep **Student Enrollment** selected. Click **Create Form**.

Language: English [EN] 

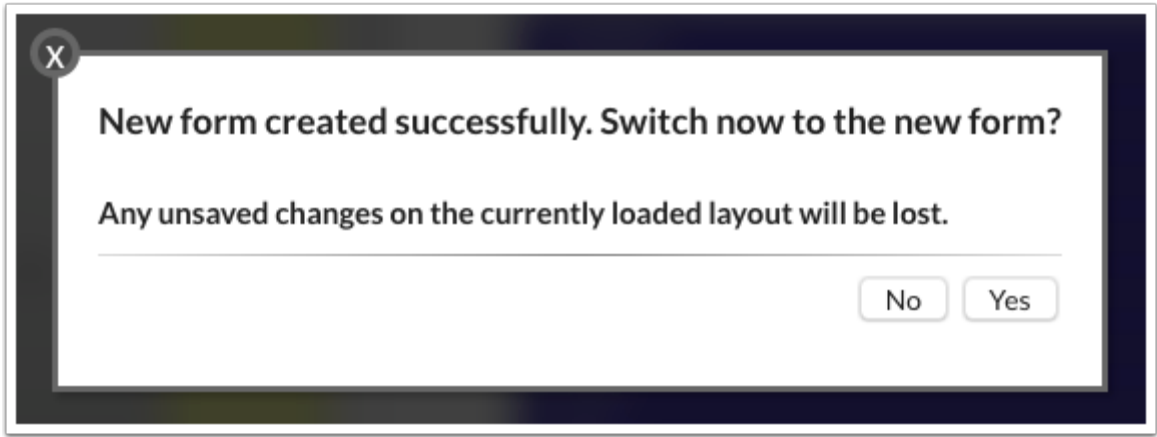
Create Form

Form Title
FCS New Student Enrollment Form

Form Type
Student Enrollment 

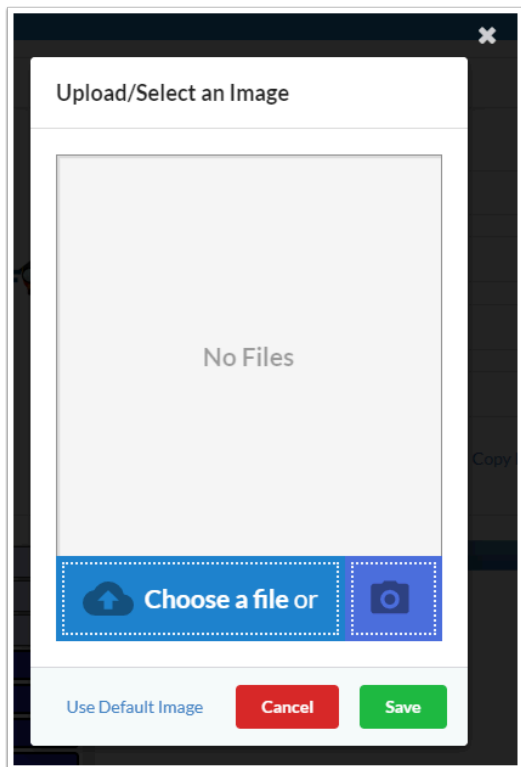
[Cancel](#) [Create Form](#)

4. If you have a different form currently loaded on the screen, click **Yes** in the next pop-up window to switch to the new form.



The new form is loaded. The form setup options are displayed at the top of the screen. The Application Layout on the bottom-right of the screen is where the form layout will be built. The bottom-left side of the screen contains the items that are used to build the form, including labels, groups, page breaks, and student fields.

5. Select a **Header Color** for the form.




8. If an email will be sent to the applicant upon form completion, select the whether the email will be sent to the student's email stored in students.custom_200000012 or the email provided on the application (application.email) in the **Completion Email Address** pull-down.

9. On the right side of the screen in the **Completion Email Subject** field, enter the subject of the email that will be sent to applicants upon form completion.

10. In the **Completion Email Template** pull-down, select the email template to use for the completion email sent to the applicant.

The template contains the body of the email that will be sent. Email templates are set up in Students > [Print Letters & Send Email](#). Templates that are attached to "Online App" will be available for selection in the Application Editor.



If a Completion Email Address is selected, you must enter a Completion Email Subject and select a Completion Email Template.

Form SetupStudent Re-Enrollment SetupApplication Courses

Form: FCS New Student Enrollment Fc +

☐ EnabledCustomize Last Page

Completion Email Address: Applicant Email (application.eme

☐ Validate Email Addresses

Language: English [EN]

Publish Options

Header Color: [Color Picker]

Header Image: FOCUS School Software

Completion Email Subject: FCS Enrollment

Completion Email Template: Online Application (Completion)

District Fee(s):

Validation Email Subject:

Validation Email Template:

Birthdate On or After:

Birthdate On or Before:

Continuation Email Subject:

Continuation Email Template:

Profiles Allowed to Assign:

☐ Show Zoned School

Save Form SettingsDelete Form

Save LayoutCopy Layout

11. On the left side of the screen, select **Validate Email Addresses** to enable email validation.

When this option is selected, applicants will be prompted to enter their email address. Once they receive the validation email and validate their email address, applicants will be able to log into the enrollment form using their email address as their username. If this option is not enabled, applicants may be prompted to enter their email address if the "Application Tracking" system preference is enabled, but they can continue to the enrollment form without validating their email address.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc

Completion Email Address: Applicant Email (application.ema ☒ **Validate Email Addresses**

Header Color:

Header Image:

District Fee(s):

Birthdate On or After: Birthdate On or Before:

Profiles Allowed to Assign:

Save Form Settings **Delete Form**

12. On the right side of the screen In the **Validation Email Subject** field, enter the subject of the email that will be sent to applicants to validate their email address.

13. In the **Validation Email Template** pull-down, select the email template to use for the validation email sent to the applicant.

The template contains the body of the email that will be sent. Email templates are set up in Students > [Print Letters & Send Email](#). Templates that are attached to "Online App" will be available for selection in the Application Editor.

If Validate Email Address is selected, you must enter a Validation Email Subject and select a Validation Email Template.

The screenshot shows the 'Form Setup' tab in the Application Editor. The 'Validation' section is highlighted with a red box. It contains the following fields:

- Validation Email Subject:** FCS - Please Validate Email Address
- Validation Email Template:** Online Application (Email Validation)

Other visible fields include:

- Form:** FCS New Student Enrollment Form
- Completion Email Address:** Applicant Email (application.emc)
- Header Color:** A row of colored circles with the first one selected.
- Header Image:** FOCUS School Software logo
- Language:** English [EN]
- Completion Email Subject:** FCS Enrollment
- Completion Email Template:** Online Application (Completion)
- Continuation Email Subject:** (Empty)
- Continuation Email Template:** (Empty)
- Show Zoned School:** (Unchecked)

Buttons at the bottom include 'Save Form Settings', 'Delete Form', 'Save Layout', and 'Copy Layout'.

14. To send a reminder email to the applicant when the application is saved but not completed, enter a **Continuation Email Subject** for the reminder email.

15. Select the **Continuation Email Template**.

The template contains the body of the email that will be sent. Email templates are set up in Students > [Print Letters & Send Email](#). Templates that are attached to "Online App" will be available for selection in the Application Editor.

The screenshot shows the 'Form Setup' tab in the Application Editor. The 'Continuation' section is highlighted with a red box. It contains the following fields:

- Continuation Email Subject:** FCS - Please Finish Your Application
- Continuation Email Template:** Online Application (Continuation)

Other visible fields include:


- Form:** FCS New Student Enrollment Form
- Completion Email Address:** Applicant Email (application.emc)
- Header Color:** A row of colored circles with the first one selected.
- Header Image:** FOCUS School Software logo
- Language:** English [EN]
- Completion Email Subject:** FCS Enrollment
- Completion Email Template:** Online Application (Completion)
- Validation Email Subject:** FCS - Please Validate Email Address
- Validation Email Template:** Online Application (Email Validation)
- Show Zoned School:** (Unchecked)


Buttons at the bottom include 'Save Form Settings', 'Delete Form', 'Save Layout', and 'Copy Layout'.

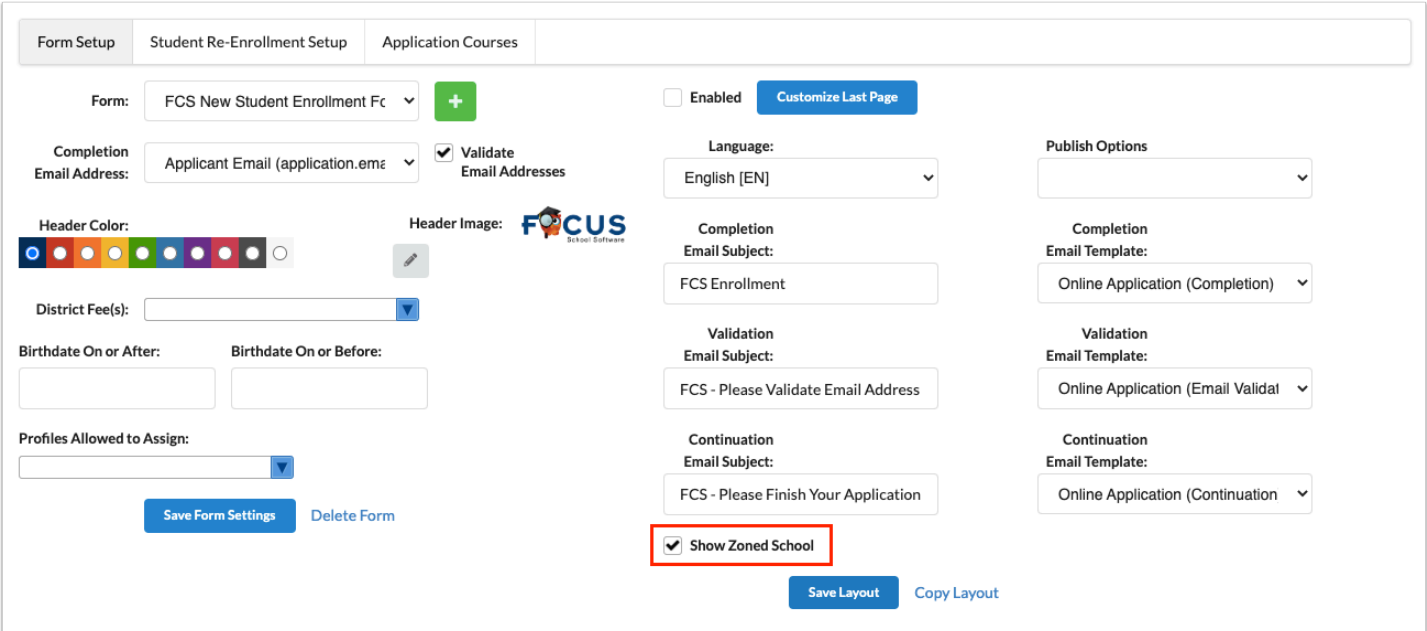
16. Select **Show Zoned School** to display the applicant's zoned school on the application, based on the Address Catalog.

Additionally, when "Show Zoned School" is enabled, users with the Edit permission to the Unprocessed Applications tab of the [Online Enrollments](#) screen will receive the Portal alert "X

Online New Enrollment(s) are awaiting approval” when applicants submit an online application and the applicant is zoned for the user's school. Clicking the alert will navigate the user to the Unprocessed Applications tab of the Online Enrollments screen.

 The "Show Zoned School" function is only supported on new enrollment (Online Application) forms; it is not supported on re-enrollment forms.

 The Applicant Gradelevel field (alias applicant_gradelevel) must be included on the application, as well as the System Addresses fields within the Address Group. The Applicant Gradelevel field should be on a separate page of the application, before the page with the address input.



The screenshot displays the 'Form Setup' tab of the Application Editor. The form is titled 'FCS New Student Enrollment Form'. Key settings include: 'Form' set to 'FCS New Student Enrollment Form', 'Completion Email Address' set to 'Applicant Email (application.ems)', 'Language' set to 'English [EN]', and 'Publish Options' set to 'Online Application (Completion)'. The 'Show Zoned School' checkbox is checked and highlighted with a red box. Other visible options include 'Header Color', 'Header Image' (FOCUS School Software), 'District Fee(s)', 'Birthdate On or After', 'Birthdate On or Before', 'Profiles Allowed to Assign', 'Validation Email Subject', 'Continuation Email Subject', 'Completion Email Subject', and 'Email Template'.


17. To customize the text that displays on the "Application Completed" page of the application on /apply, click **Customize Last Page**.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emc) ✓ Validate Email Addresses

Header Color:

Header Image: 

District Fee(s): ▼

Birthdate On or After: Birthdate On or Before:

Profiles Allowed to Assign: ▼

Save Form Settings Delete Form

☐ Enabled Customize Last Page

Language: English [EN] ▼

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

☒ Show Zoned School

Publish Options: ▼

Completion Email Template: Online Application (Completion) ▼

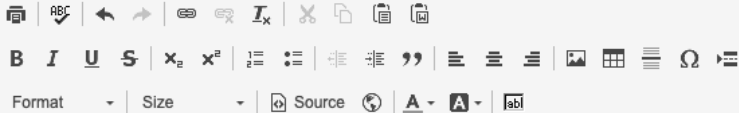
Validation Email Template: Online Application (Email Validat ▼




Continuation Email Template: Online Application (Continuation ▼

Save Layout Copy Layout

18. In the pop-up window, enter and format the text and click **Save**.

Customized Text For Application Completed Page



Format ▼ | Size ▼ |  Source  A ▼ | 

body

Cancel Save

19. If the system preference "Enable Form Fees" is enabled in Setup > System Preferences > Default School Preferences > [Billing](#) tab, and fees will be collected when completing the form, select the **District Fee(s)** from the pull-down.

i District fees are set up in ERP in the Product List as services. The facility on the accounting strip must be the district facility.

In addition, fee templates can also be linked to forms.

When the user comes to the end of the form, the payment screen is displayed and must be completed. This will include both district fees and fee template fees. Payments work with both Authorize.net and TouchNet. Transactions are viewable in the Transaction History tab of the Point of Sale screen.

Form Setup | Student Re-Enrollment Setup | Application Courses

Form: FCS New Student Enrollment Form +

Completion Email Address: Applicant Email (application.eme) Validate Email Addresses

Header Color: [Color Selection] Header Image: FOCUS School Software

District Fee(s): [Dropdown]

Birthdate On or After: [Text] Birthdate On or Before: [Text]

Profiles Allowed to Assign: [Dropdown]

Save Form Settings Delete Form

Enabled Customize Last Page

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Show Zoned School

Publish Options

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validation)

Continuation Email Template: Online Application (Continuation)

Save Layout Copy Layout

20. To limit access to the application or form based on the student's age, enter or select from the calendar the applicable birth dates in the **Birthdate On or After** and/or **Birthdate On or Before** fields.

If the Student's Birthdate entered on the first page of the online application screen does not meet the criteria set on the application, the student or parent cannot start the application.

Form Setup
Student Re-Enrollment Setup
Application Courses

Form: FCS New Student Enrollment Fc +
☐ Enabled
Customize Last Page

Completion Email Address: Applicant Email (application.emc)
☒ Validate Email Addresses

Header Color:
Header Image: FOCUS School Software

District Fee(s):

Birthdate On or After:
Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form Settings
Delete Form

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

☒ Show Zoned School

Publish Options

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat

Continuation Email Template: Online Application (Continuation)

Save Layout
Copy Layout

21. In the **Profiles Allowed to Assign** pull-down, select the administrator profiles that are allowed to assign this form to individual students in Students > Student Info > [Re-enrollment](#) tab. This pull-down also limits the profiles that are allowed to view the form in Students > [Online Enrollments](#).

If this pull-down is left blank, all administrator profiles can assign this form to individual students in Student Info and view this form in Online Enrollments.

i This pull-down does not affect the assignment of this form to students in the Student Re-Enrollment Setup tab in the Application Editor.

Form Setup
Student Re-Enrollment Setup
Application Courses

Form: FCS New Student Enrollment Fc +
☐ Enabled
Customize Last Page

Completion Email Address: Applicant Email (application.emc)
☒ Validate Email Addresses

Header Color:
Header Image: FOCUS School Software

District Fee(s):

Birthdate On or After:
Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form Settings
Delete Form

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

☒ Show Zoned School

Publish Options

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat

Continuation Email Template: Online Application (Continuation)

Save Layout
Copy Layout

22. After making changes to settings, click **Save Form Settings** and/or **Save Layout**.

Form Setup | Student Re-Enrollment Setup | Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.eme) Validate Email Addresses

Header Color: [Color Selection] Header Image: FOCUS School Software

District Fee(s): [Dropdown]

Birthdate On or After: [Text Box] Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign: [Dropdown]

Save Form Settings Delete Form

Enabled Customize Last Page

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Show Zoned School

Save Layout Copy Layout

Publish Options: [Dropdown]

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

23. To add an item to the layout, click and drag from the left side of the screen over to the Application Layout.

Application Layout

Group Address Group Contact Group Page Break System System Addresses System Contacts Document Management Health Daily Health Screener

Label

Label

Labels can be used anywhere in the form to include information or descriptions, such as headings or directions. There is no character limit. The label can be created using plain text or rich text.

a. To create a label using plain text, enter the text in the **Label Text** box.

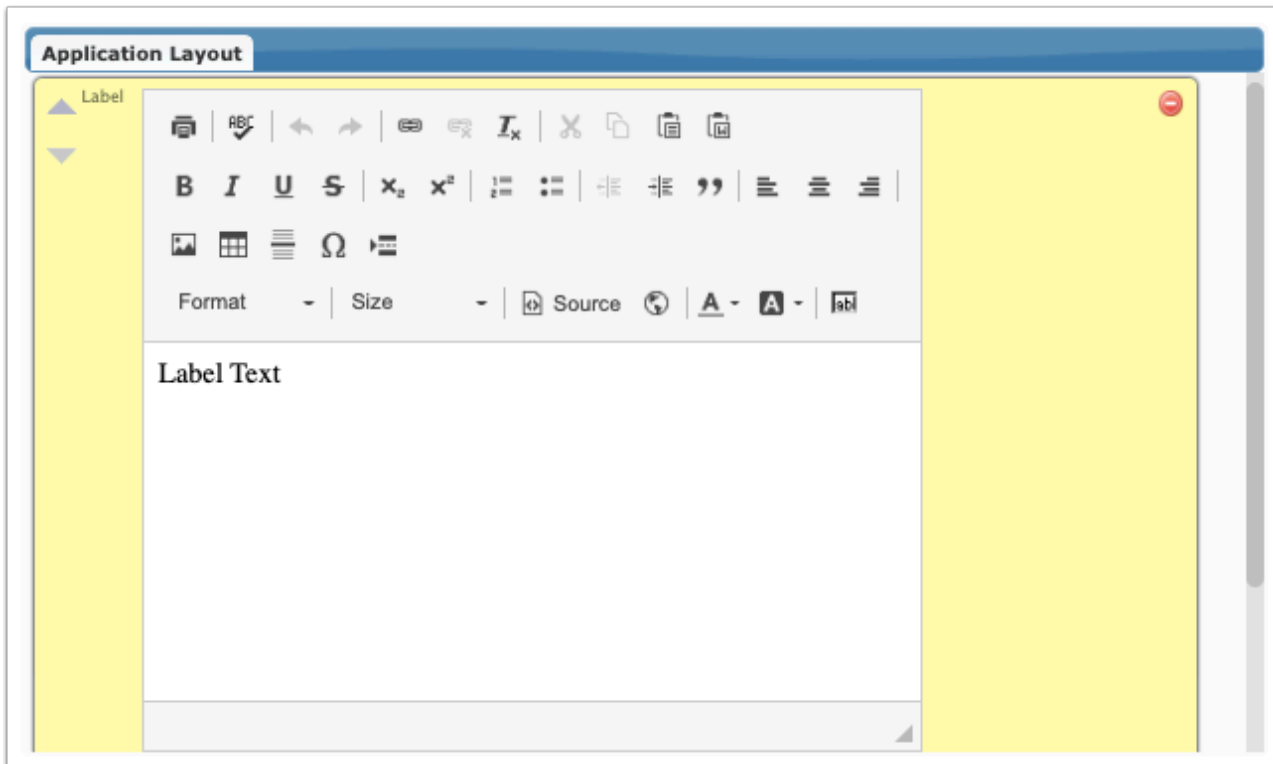


b. To create a label using the rich text editor, select the **Use HTML** check box.



c. Enter the text in the Label Text box, using text formatting, images, tables, etc.

i When using the Insert A Field function in the label, the field will display the value from the student's record if available.



Page Breaks

When a page break is used, items that are below the page break in the layout will appear on the next page of the form. When applicants/students fill out the form online, they will use the Next Page and Previous Page buttons to navigate throughout the form.








Student Fields

On the right side of the screen, student fields are organized by category (the dark blue blocks). Click a category to view the fields that can be added to the form. The field names, field IDs, and field types are displayed on the block. If local fields will be used on the form, they have to be set up first in Students > [Student Fields](#).








Any field added to a form, regardless of the permission given to the parent, can be edited by the parent. If a field needs to be displayed on the form but be only viewable and not editable by the parent, a computed field will need to be used.

- a.** Click the gray right arrow on the field in the fields list to add the field to the layout, or click and drag the field into the layout.

Label
Group
Address Group
Contact Group
Page Break
System
 First Name (fieldfirst_name) - Text
 Middle Name (fieldmiddle_name) - Text
 Last Name (fieldlast_name) - Text
 Name Suffix (fieldname_suffix) - Text
 Address (fieldaddress) - Address Block
System Addresses
System Contacts
Document Management

Once the field is added, it is grayed out in the fields list and cannot be added again to the layout.

- b.** Click the gray left arrow on the field in the fields list to remove the field from the layout.

Label
Group
Address Group
Contact Group
Page Break
System
 First Name (fieldfirst_name) - Text
 Middle Name (fieldmiddle_name) - Text
 Last Name (fieldlast_name) - Text
 Name Suffix (fieldname_suffix) - Text
 Address (fieldaddress) - Address Block
System Addresses
System Contacts
Document Management

c. Once a field is added to the layout, enter **Alternate Text**, if desired. The alternate text will display on the form instead of the field name.

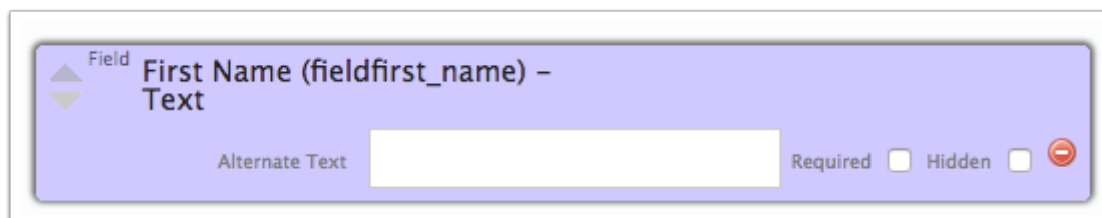
d. Select the **Required** check box to make the field required on the form.

Applicants/students will not be able to continue onto the next page of the form or submit the form without filling out required fields.

e. Select **Hidden** on the field to hide the field from view on the form.

This allows you to create a grouping condition based on the value of a field that you do not want students/parents to see and edit on the form. For example, if you would like to set up a grouping condition to display a group of fields based on the value in the Primary Home Language field, but you do not want students/parents to view and edit the Primary Home Language field on the form, the Primary Home Language field can be added to the form and marked as Hidden. This feature is intended to work for districts using the form for returning students. The Hidden feature does not work for new students since the new student does not have any data in student fields in Focus to reference.

See [Groups](#) for more information on using groups.

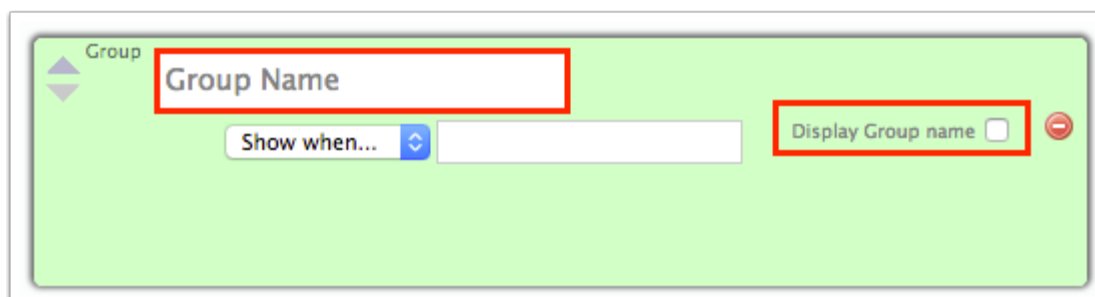
A screenshot of a field configuration interface. The field is titled "First Name (fieldfirst_name) - Text". Below the title, there is an "Alternate Text" label followed by a text input field. To the right of the input field, there are two checkboxes labeled "Required" and "Hidden", both of which are currently unchecked. A red minus button is located to the right of the "Hidden" checkbox.

Groups

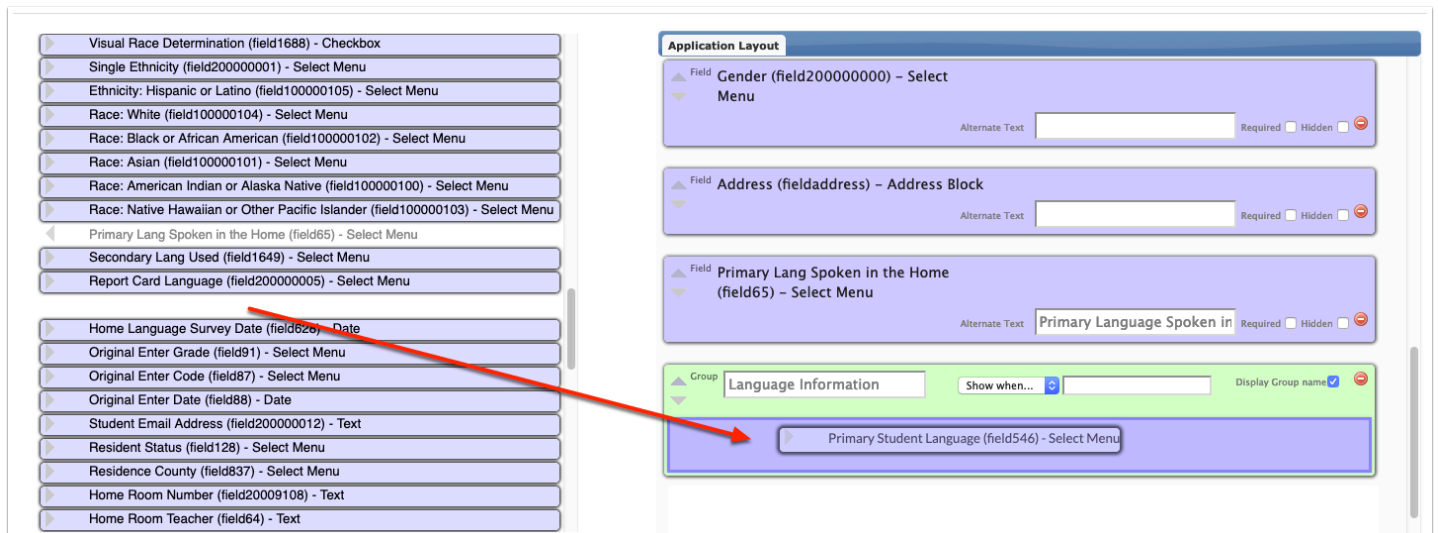
Groups are used to organize fields on the form. Groups can be set up to only display when certain conditions are met, referencing fields included on the forms. Groups can contain labels, fields, and other groups.

a. Enter the **Group Name**.

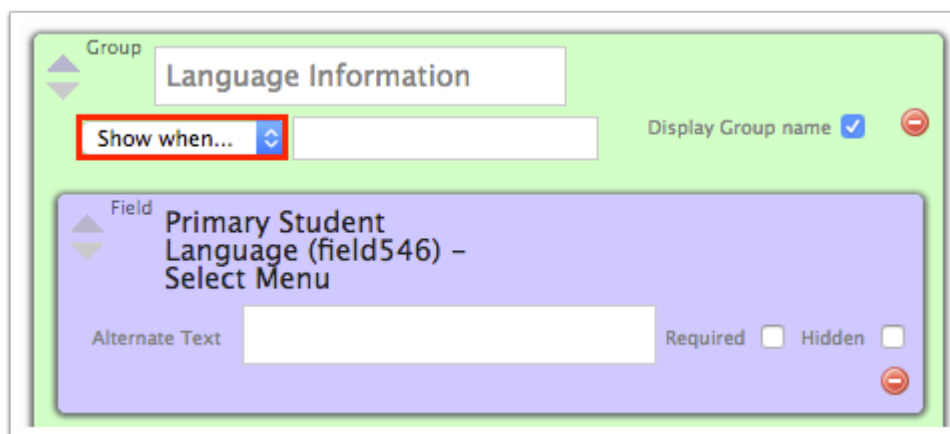
b. To display the group name on the form, select **Display Group name**.

A screenshot of a group configuration interface. The group is titled "Group Name". Below the title, there is a "Show when..." dropdown menu. To the right of the dropdown, there is a checkbox labeled "Display Group name", which is currently unchecked. A red minus button is located to the right of the "Display Group name" checkbox.

c. To add labels, fields, and groups to the group, click and drag the items into the group.



d. To only display or hide the group when certain conditions are met, select **Show when...** or **Hide when...** in the pull-down.



e. In the text box, enter the rule using the applicable field ID.

Group

Language Information

Show when... field65 != 'English'

Display Group name ☒

Field

Primary Student Language (field546) - Select Menu

Alternate Text

Required ☐

Hidden ☐

The field IDs are noted in parentheses on the field blocks for reference.

ELL

- Native Language (field1786) - Text
- Over 12 FTE (field1799) - Checkbox
- English Language Learner (field626) - Select Menu
- ELL Program Participant (field828) - Select Menu
- ELL Accomodations and Supports (field1783) - File Upload

The following can be used to create the group rule:

!=	does not equal
=	equals
>	greater than
<	less than
>=	greater than or equal to
<=	less than or equal to

Text must be placed in quotes. Use spaces between symbols and text. Use "and" to include multiple conditions. Use "or" for either/or conditions. Use nested expressions in parentheses for complex conditions. Nested conditions will be tested before the remainder of the expression outside of the parentheses.

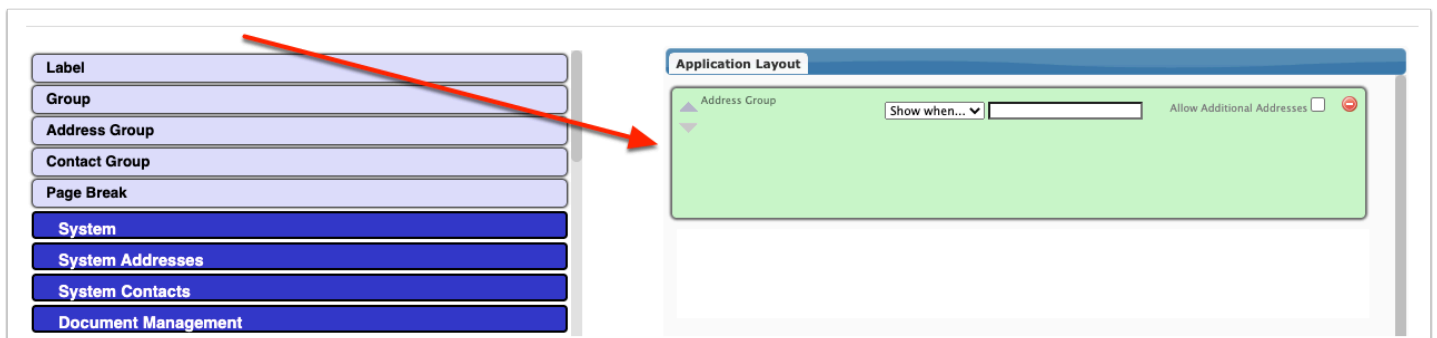
Example condition: field65 = "Medical" OR (field546 != "Medial" AND field132 = "Speech")

Address Group and System Addresses

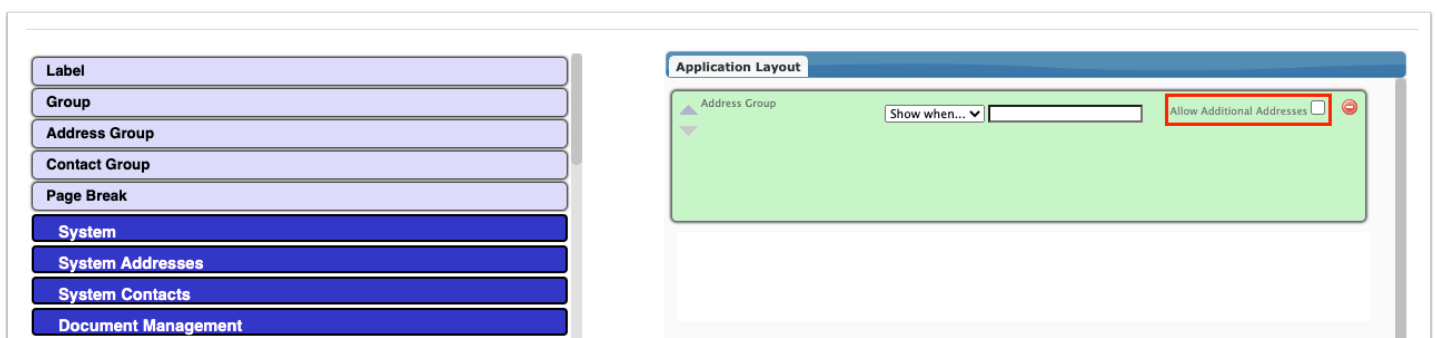
Using the Address Group and System Addresses fields on the form provides a more user-friendly method of entering address information compared to using the Address block. Individual address fields can be added to the application, which allows each field to have its own required, hidden, and alternate text settings. It is recommended to have the Address Group on its own page of the application.

❗ Either the Address Group/System Addresses feature or the original Address block should be used; both should not be used at the same time.

a. Click and drag the **Address Group** into the layout.



b. Select **Allow Additional Addresses** to allow users to enter multiple addresses.



- i** When "Allow Additional Addresses" is selected, enter the maximum number of addresses the applicant can add in the application in the **Group Count** field. Leaving the Group Count field blank will allow the applicant to add an unlimited number of addresses.

Address Group

Show when... ▼

Allow Additional Addresses ☒ Group Count 2

c. Click the **System Addresses** category.

Each of the individual address fields are listed.

System

System Addresses

- Address Line 1 (fieldaddress1) - Text
- Address Line 2 (fieldaddress2) - Text
- City (fieldcity) - Text
- State (fieldstate) - Text
- Zip Code (fieldzipcode) - Numeric
- +4 (fieldplus4) - Numeric
- Phone Number (fieldphone) - Phone Number Block
- Is this the Primary Residence? (fieldprimary_residence) - Checkbox
- Mailing Address Same As Above? (fieldmailing_toggle) - Checkbox

Application Layout

Address Group

Show when... ▼

Allow Additional Addresses ☐

d. Click and drag the desired system address fields into the Address Group or click the gray arrow next to the field.

System

System Addresses

- Address Line 1 (fieldaddress1) - Text
- Address Line 2 (fieldaddress2) - Text
- City (fieldcity) - Text
- State (fieldstate) - Text
- Zip Code (fieldzipcode) - Numeric
- +4 (fieldplus4) - Numeric
- Phone Number (fieldphone) - Phone Number Block
- Is this the Primary Residence? (fieldprimary_residence) - Checkbox
- Mailing Address Same As Above? (fieldmailing_toggle) - Checkbox

Application Layout

Address Group

Show when... ▼

Allow Additional Addresses ☐

Field Address Line 1 (fieldaddress1) - Text

Alternate Text

Required ☐ Hidden ☐

Clicking the gray arrow next to a system address field will automatically add the field into the Address Group. System address fields cannot be dragged outside of the Address Group.

- i** Adding the Phone Number system address field to the layout adds the Phone Number Group within the Address Group. Only contact detail flags set as "For Phone Number" and "Include on Enrollment Forms" in Students > Address Fields > [Contact Detail Flags](#) will be available for inclusion on the form.

The screenshot shows the 'Application Layout' editor. A green box represents the 'Phone Number Group'. At the top right of this group is a 'Show when...' dropdown menu and a red minus icon. Inside the group, there are four light blue horizontal bars, each representing a field. Each bar has a 'Field' label on the left and an 'Alternate Text' input box on the right. The fields are labeled 'Phone Number', 'Unlisted', 'Callout', and 'Blocked' from top to bottom. The 'Alternate Text' boxes are currently empty.

- i** It is recommended to add the "Is this the Primary Residence? (fieldprimary_residence)" to the Address Group on the application, as it is required that students have a primary residence in Focus.

- e.** On each system address field, set the **Alternate Text**, **Required**, and **Hidden** options as needed. See [Student Fields](#) for more information on these options.
- f.** If desired, add a **Label** to the Address Group to provide instructions or additional information. No other fields beside system address fields or labels can be added to an Address Group.

The screenshot shows the 'Application Layout' editor interface. It contains three main components:

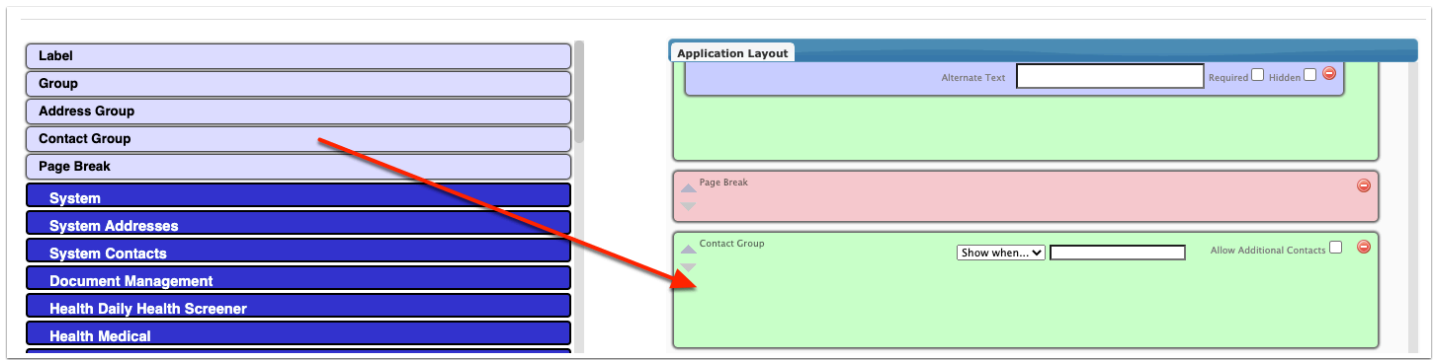
- Address Group:** A green container at the top with a 'Show when...' dropdown, an empty text input, and an 'Allow Additional Addresses' checkbox.
- Label:** A yellow container below the Address Group containing a 'Label Text' input field and a 'Use HTML' checkbox.
- Field Address Line 1 (fieldaddress1) - Text:** A purple container below the Label. It includes an 'Alternate Text' input field, a 'Required' checkbox (checked), and a 'Hidden' checkbox.
- Field Address Line 2 (fieldaddress2) - Text:** A purple container below the first field. It includes an 'Alternate Text' input field, a 'Required' checkbox (unchecked), and a 'Hidden' checkbox.

Contact Group and System Contacts

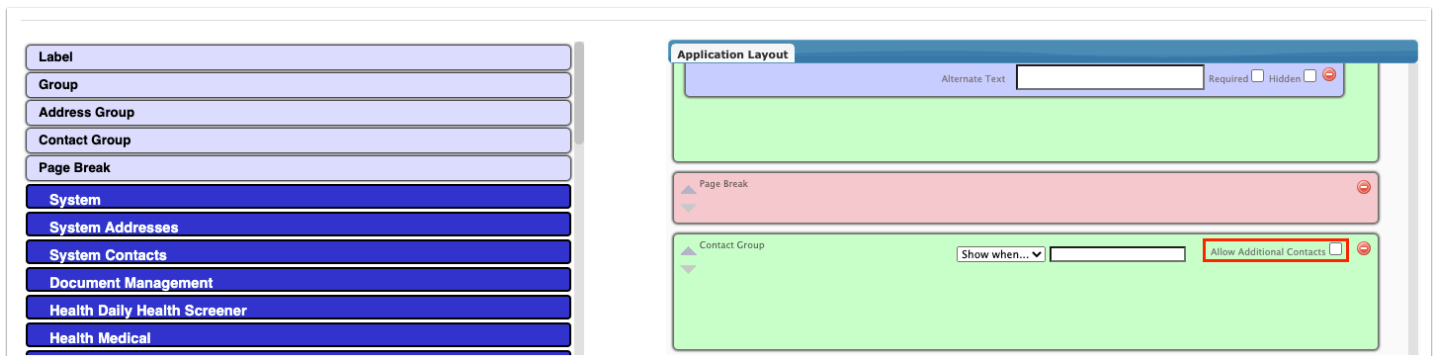
Using the Contact Group and System Contacts fields on the form provides a more user-friendly method of entering contact information compared to using the Address block. Individual contact fields can be added to the application, which allows each field to have its own required, hidden, and alternate text settings. It is recommended to have the Contact Group on its own page of the application, and have it after the Address Group page.

i If the Priority field is not included on the application, or if the Priority is not defined by the applicant when entering a contact on the application, a default Priority value will be set on the contact using the next available value.

a. Click and drag the **Contact Group** into the layout.



b. Select **Allow Additional Contacts** to allow users to enter multiple contacts.



i When "Allow Additional Contacts" is selected, enter the maximum number of contacts the applicant can add in the application in the **Group Count** field. Leaving the Group Count field blank will allow the applicant to add an unlimited number of contacts.



c. Click the **System Contacts** category.

Each of the individual contact fields are listed.

- i** Only contact detail flags and contact flags set as "Include on Enrollment Forms" in Students > Address Fields > [Contact Detail Flags](#) and [Contact Flags](#) will be available for inclusion on the form.

System Contacts	
▶	Title (fieldtitle) - Text
▶	First Name (fieldcontact_first_name) - Text
▶	Middle Name (fieldcontact_middle_name) - Text
▶	Last Name (fieldcontact_last_name) - Text
▶	Relationship (fieldstudent_relation) - Select Menu
▶	Email (fieldemail) - Text
▶	Notes (fieldnotes) - Text
▶	Priority (fieldsort_order) - Numeric
▶	Phone & Contact Details (fieldcontact_details) - Contact Details Block
▶	Contact Address (fieldcontact_address) - Select One
▶	Custody (fieldcustody) - Checkbox
▶	Emergency (fieldemergency) - Checkbox
▶	Pick Up (fieldpick_up) - Checkbox

d. Click and drag the desired contact fields into the Contact Group or click the gray arrow next to the field.

System Contacts	Application Layout
▶ First Name (fieldcontact_first_name) - Text	Alternate Text <input type="text"/> Required <input type="checkbox"/> Hidden <input type="checkbox"/>
▶ Middle Name (fieldcontact_middle_name) - Text	Page Break
▶ Last Name (fieldcontact_last_name) - Text	Contact Group
▶ Relationship (fieldstudent_relation) - Select Menu	Show when... <input type="text"/> Allow Additional Contacts <input type="checkbox"/>
▶ Email (fieldemail) - Text	▶ Title (fieldtitle) - Text
▶ Notes (fieldnotes) - Text	
▶ Priority (fieldsort_order) - Numeric	
▶ Phone & Contact Details (fieldcontact_details) - Contact Details Block	
▶ Contact Address (fieldcontact_address) - Select One	
▶ Custody (fieldcustody) - Checkbox	
▶ Emergency (fieldemergency) - Checkbox	
▶ Pick Up (fieldpick_up) - Checkbox	

Clicking the gray arrow next to the system contact field will automatically add the field into the Contact Group. System contact fields cannot be dragged outside of the Contact Group.

- i** Adding the Phone & Contact Details system contact field to the layout adds the Contact Detail Group within the Contact Group.

The screenshot shows the 'Application Layout' editor. A 'Contact Detail Group' is highlighted in green. It contains five fields, each with an 'Alternate Text' input:

- Field **Contact Type** Alternate Text
- Field **Contact Number/Value** Alternate Text
- Field **Detail Priority** Alternate Text
- Field **Unlisted** Alternate Text
- Field **Callout** Alternate Text

At the top right of the group is a 'Show when...' dropdown and a red minus button.

- e.** On each system contact field, set the **Alternate Text**, **Required**, and **Hidden** options as needed. See [Student Fields](#) for more information on these options.
- f.** If desired, add a **Label** to the Contact Group to provide instructions or additional information. No other fields beside system contact fields or labels can be added to a Contact Group.

The screenshot shows the 'Application Layout' editor interface. At the top, there's a 'Contact Group' header with a 'Show when...' dropdown and an 'Allow Additional Contacts' checkbox. Below this, there are four main blocks, each with up and down arrows for reordering:


- Label:** A yellow block containing a text input field with 'Label Text' and a 'Use HTML' checkbox.
- Title (fieldtitle) - Text:** A purple block containing an 'Alternate Text' input field and 'Required' and 'Hidden' checkboxes.
- First Name (fieldcontact_first_name) - Text:** A purple block containing an 'Alternate Text' input field and 'Required' (checked) and 'Hidden' checkboxes.
- Middle Name (fieldcontact_middle_name) - Text:** A purple block containing an 'Alternate Text' input field and 'Required' and 'Hidden' checkboxes.

- i** The Contact Address select one field allows the user to select a saved address to associate with the contact that is being added. The pull-down will be populated with the currently saved addresses for the student. If there are unsaved addresses (in the case of re-enrollment forms that require approval), then the addresses are displayed beneath the pull-down in a list, noting to the user that “These addresses require approval.” When an address is selected and the contact is saved, that contact's record in `students_join_people` is updated with the corresponding `address_id`. Note: Ensure the Contact Group displays after the Address Group on the application. Otherwise, there will be no addresses to select from when adding the contact.


24. To rearrange items in the layout, click the up or down arrows on a block.

Application Layout


Field **First Name**
(fieldfirst_name) – Text

Alternate Text Required ☐ Hidden ☐ 

Field **Birthdate**
(field2000000004) – Date

Alternate Text Required ☐ Hidden ☐ 


Field **Gender (field2000000000)**
– Select Menu

Alternate Text Required ☐ Hidden ☐ 


25. To remove an item from the layout, click the delete icon on the block.

Application Layout


Field **First Name**
(fieldfirst_name) – Text

Alternate Text Required ☐ Hidden ☐ 

Field **Birthdate**
(field2000000004) – Date

Alternate Text Required ☐ Hidden ☐ 

Field **Gender (field2000000000)**
– Select Menu

Alternate Text Required ☐ Hidden ☐ 

26. At the top of the screen, click **Save Layout** to save the changes to the form layout.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emε) Validate Email Addresses

Header Color: Header Image: FOCUS School Software

District Fee(s): Birthdate On or After: Birthdate On or Before: 09/01/2017

Save Form Settings Delete Form

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

Enabled Customize Last Page

Show Zoned School

Save Layout Copy Layout

27. Select **Enabled** to make the form available for use.

i Users must have the profile permission to the Online Application to access the enrollment form in the Forms menu in Focus.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emε) Validate Email Addresses

Header Color: Header Image: FOCUS School Software

District Fee(s): Birthdate On or After: Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form Settings Delete Form

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)


Continuation Email Template: Online Application (Continuation)

Enabled Customize Last Page

Show Zoned School

Save Layout Copy Layout

28. In the **Publish Options** pull-down, select a publishing option.

 Forms published on /apply are available at the district's Focus URL with /apply appended to the end of the URL. Forms published on /auth are available at the district's Focus URL with /auth appended to the end of the URL.

Select **Unavailable** if the form should not be available.

Select **Default Application** if the form should be available on /apply, and should be selected by default in the Form Type pull-down. If multiple forms are set as the default application, the form that comes first in alphabetical order will be selected by default in the Form Type pull-down.

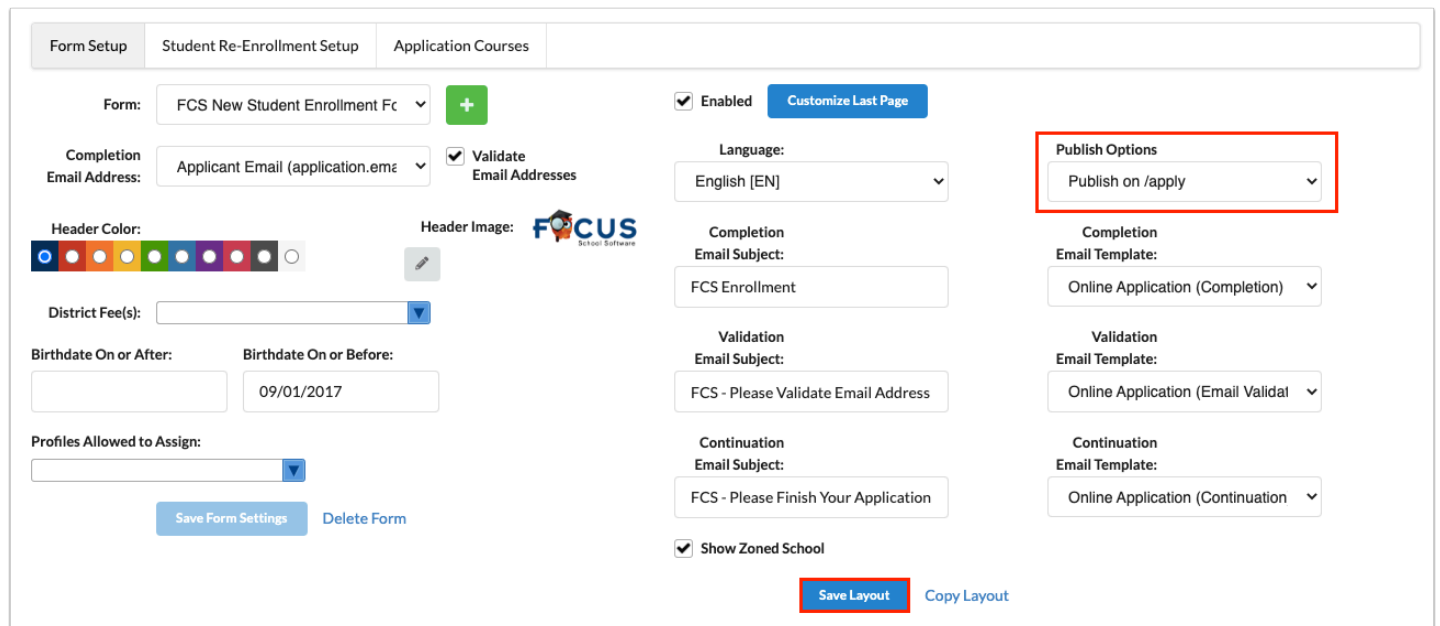
Select **Default Catalog** if this form will be the form applicants use when accessing the application from /catalog.

Publish on /apply if the form should be available on /apply in the Form Type pull-down.

Publish on /auth if the form should be available on /auth in the Form Type pull-down.

Publish on Both if the form should be available on both /apply and /auth.

29. Click **Save Layout** to save your changes.



The screenshot displays the 'Form Setup' tab in the Application Editor. The interface includes several sections for configuring the form:

- Form Setup:** Includes a 'Form' dropdown set to 'FCS New Student Enrollment Fc', a green '+' button, a 'Completion Email Address' dropdown set to 'Applicant Email (application.emc', a 'Validate Email Addresses' checkbox, a 'Header Color' selector, a 'Header Image' selector with the 'FOCUS' logo, a 'District Fee(s)' dropdown, 'Birthdate On or After' and 'Birthdate On or Before' date pickers, and a 'Profiles Allowed to Assign' dropdown. At the bottom are 'Save Form Settings' and 'Delete Form' buttons.
- Application Courses:** Includes an 'Enabled' checkbox, a 'Customize Last Page' button, a 'Language' dropdown set to 'English [EN]', a 'Completion Email Subject' text box with 'FCS Enrollment', a 'Validation Email Subject' text box with 'FCS - Please Validate Email Address', a 'Continuation Email Subject' text box with 'FCS - Please Finish Your Application', and a 'Show Zoned School' checkbox.
- Publish Options:** A red box highlights the 'Publish Options' dropdown, which is set to 'Publish on /apply'.
- Completion Email Template:** A dropdown set to 'Online Application (Completion)'.
- Validation Email Template:** A dropdown set to 'Online Application (Email Validat'.
- Continuation Email Template:** A dropdown set to 'Online Application (Continuation'.
- Buttons:** At the bottom right, there is a red 'Save Layout' button and a 'Copy Layout' link.

Creating an Enrollment Form/Re-Enrollment Form for Another Language

A form can be created in multiple languages. When the applicant accesses the form, he or she can choose which language version to use.

1. In the **Form** pull-down at the top of the screen, select the form to translate.
2. Select the **Language** version to create.

The screenshot shows the 'Form Setup' tab in the application editor. At the top, there are three tabs: 'Form Setup', 'Student Re-Enrollment Setup', and 'Application Courses'. The 'Form Setup' tab is active. Below the tabs, there is a 'Form' dropdown menu with 'FCS New Student Enrollment Fc' selected, highlighted by a red box. To the right of the 'Form' dropdown is a green '+' button. Below the 'Form' dropdown, there is a 'Completion Email Address' dropdown with 'None' selected. To the right of this dropdown is a checkbox labeled 'Validate Email Addresses' which is checked. Below the 'Form' dropdown, there is a 'Header Color' section with a row of colored circles. To the right of the 'Header Color' section is a 'Header Image' section with a 'FOCUS School Software' logo. Below the 'Header Color' section, there is a 'District Fee(s)' dropdown. Below the 'Header Image' section, there is a 'Birthdate On or After' and 'Birthdate On or Before' section. Below the 'Birthdate On or Before' section, there is a 'Profiles Allowed to Assign' dropdown. At the bottom left, there are two buttons: 'Save Form Settings' and 'Delete Form'. To the right of the 'Form' dropdown, there is an 'Enabled' checkbox which is unchecked. To the right of the 'Enabled' checkbox is a 'Customize Last Page' button. Below the 'Enabled' checkbox, there is a 'Language' dropdown menu with 'Spanish [SP]' selected, highlighted by a red box. To the right of the 'Language' dropdown, there is a 'Publish Options' dropdown. Below the 'Language' dropdown, there is a 'Completion Email Subject' text field. Below the 'Completion Email Subject' text field, there is a 'Validation Email Subject' text field. Below the 'Validation Email Subject' text field, there is a 'Continuation Email Subject' text field. At the bottom right, there is a 'Show Zoned School' checkbox which is unchecked. To the right of the 'Show Zoned School' checkbox, there are two buttons: 'Save Layout' and 'Copy Layout'. To the right of the 'Language' dropdown, there is a 'Completion Email Template' dropdown. Below the 'Completion Email Template' dropdown, there is a 'Validation Email Template' dropdown. Below the 'Validation Email Template' dropdown, there is a 'Continuation Email Template' dropdown.

The layout is loaded. Since no translations have yet been made for this language, the English version of the layout is loaded.

3. Manually make the translations that are needed by editing the labels, alternate text for fields, and group titles.

The screenshot shows the 'Application Layout' tab in the application editor. Below the tab, there is a field configuration for 'First Name (fieldfirst_name) - Text'. The field is highlighted by a red box. To the right of the field name, there is an 'Alternate Text' field with the value 'El Nombre de Pila'. To the right of the 'Alternate Text' field, there is a 'Required' checkbox which is checked. To the right of the 'Required' checkbox, there is a 'Hidden' checkbox which is unchecked. To the right of the 'Hidden' checkbox, there is a red minus button.

4. At the top of the screen, enter and select the **Completion Email Subject, Completion Email Template, Validation Email Subject, Validation Email Template, Continuation Email**

Subject, and **Continuation Email Template** as needed. Click **Customize Last Page** and modify the text as needed. Optionally, select **Show Zoned School**.

Form SetupStudent Re-Enrollment SetupApplication Courses

Form: FCS New Student Enrollment Fc+

☐ EnabledCustomize Last Page

Completion Email Address: None

☒ Validate Email Addresses

Language: Spanish [SP]

Publish Options

Header Color:

Header Image: FOCUS School Software

District Fee(s):

Birthdate On or After:

Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form SettingsDelete Form

Completion Email Subject:

Validation Email Subject:

Continuation Email Subject:

☐ Show Zoned School

Completion Email Template:

Validation Email Template:

Continuation Email Template:

Save LayoutCopy Layout

5. Select **Enabled** to make the form available for use.

i

Users must have the profile permission to the Online Application to access the enrollment form in the Forms menu in Focus.

Form SetupStudent Re-Enrollment SetupApplication Courses

Form: FCS New Student Enrollment Fc+

☒ EnabledCustomize Last Page

Completion Email Address: None

☒ Validate Email Addresses

Language: Spanish [SP]

Publish Options

Header Color:

Header Image: FOCUS School Software

District Fee(s):

Birthdate On or After:

Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form SettingsDelete Form

Completion Email Subject:

Validation Email Subject:

Continuation Email Subject:

☐ Show Zoned School

Completion Email Template:

Validation Email Template:

Continuation Email Template:

Save LayoutCopy Layout

6. In the **Publish Options** pull-down, select a publishing option.

i Forms published on /apply are available at the district's Focus URL with /apply appended to the end of the URL. Forms published on /auth are available at the district's Focus URL with /auth appended to the end of the URL.

Select **Unavailable** if the form should not be available.

Select **Default Application** if the form should be available on /apply, and should be selected by default in the Form Type pull-down. If multiple forms are set as the default application, the form that comes first in alphabetical order will be selected by default in the Form Type pull-down.

Select **Default Catalog** if this form will be the form applicants use when accessing the application from /catalog.

Publish on /apply if the form should be available on /apply in the Form Type pull-down.

Publish on /auth if the form should be available on /auth in the Form Type pull-down.

Publish on Both if the form should be available on both /apply and /auth.

7. Click **Save Layout** to save your changes.

The screenshot displays the 'Form Setup' tab in the Application Editor. The interface includes several sections for configuring a form:

- Form:** A dropdown menu set to 'FCS New Student Enrollment Fc' with a green '+' button next to it.
- Completion Email Address:** A dropdown menu set to 'None'.
- Validate Email Addresses:** A checked checkbox.
- Language:** A dropdown menu set to 'Spanish [SP]'.
- Enabled:** A checked checkbox with a 'Customize Last Page' button next to it.
- Header Color:** A row of colored circles with a selection icon.
- Header Image:** A placeholder for a logo, currently showing the 'FOCUS School Software' logo.
- District Fee(s):** A text input field with a blue dropdown arrow.
- Birthdate On or After:** A text input field.
- Birthdate On or Before:** A text input field containing '09/01/2017'.
- Profiles Allowed to Assign:** A text input field with a blue dropdown arrow.
- Completion Email Subject:** A text input field.
- Validation Email Subject:** A text input field.
- Continuation Email Subject:** A text input field.
- Completion Email Template:** A dropdown menu.
- Validation Email Template:** A dropdown menu.
- Continuation Email Template:** A dropdown menu.
- Show Zoned School:** An unchecked checkbox.
- Publish Options:** A dropdown menu set to 'Publish on /apply', highlighted with a red box.
- Buttons:** 'Save Form Settings', 'Delete Form', 'Save Layout' (highlighted with a red box), and 'Copy Layout'.

Copying a Form Layout

Instead of creating a new form from scratch, you can copy the layout from an existing form into the new form. First, you must create the new form. Then, you can copy the layout from an existing form.

1. Click the + icon at the top of the screen.

Form SetupStudent Re-Enrollment SetupApplication Courses

Form: FCS New Student Enrollment Fc

+

Completion Email Address: None

☒ Validate Email Addresses

Header Color:

Header Image:

District Fee(s):

Birthdate On or After: Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form Settings

Delete Form

☐ Enabled

Customize Last Page

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

☒ Show Zoned School

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat

Continuation Email Template: Online Application (Continuation)

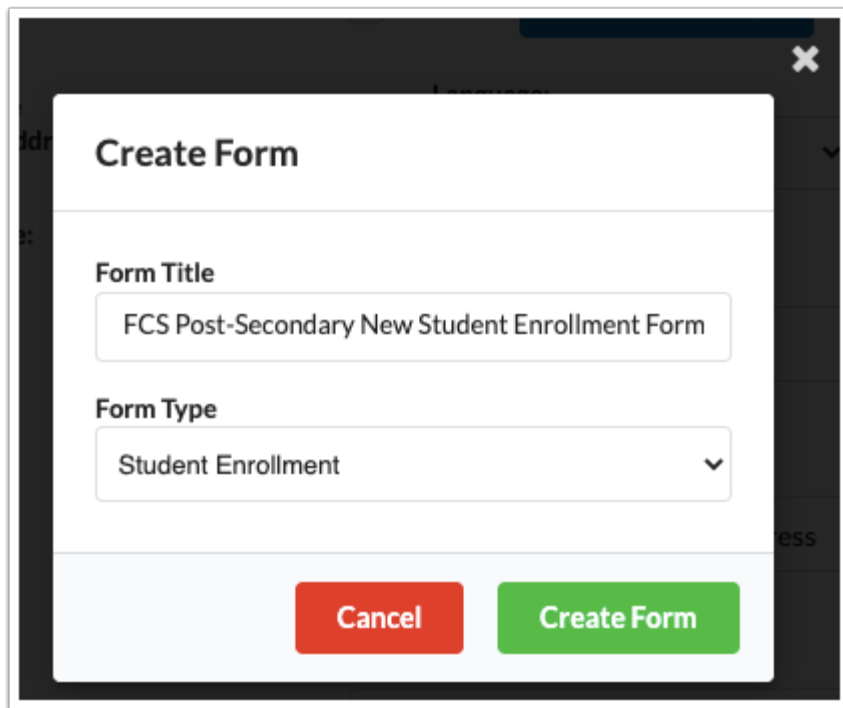
Save Layout

Copy Layout

2. In the Create Form pop-up window, enter the **Form Title**, ensure **Student Enrollment** is selected as the **Form Type**, and click **Create Form**.

Application Editor

Page 41

A dialog box titled "Create Form" with a close button (X) in the top right corner. It contains two input fields: "Form Title" with the text "FCS Post-Secondary New Student Enrollment Form" and "Form Type" with a dropdown menu showing "Student Enrollment". At the bottom are two buttons: "Cancel" (red) and "Create Form" (green).

Create Form

Form Title

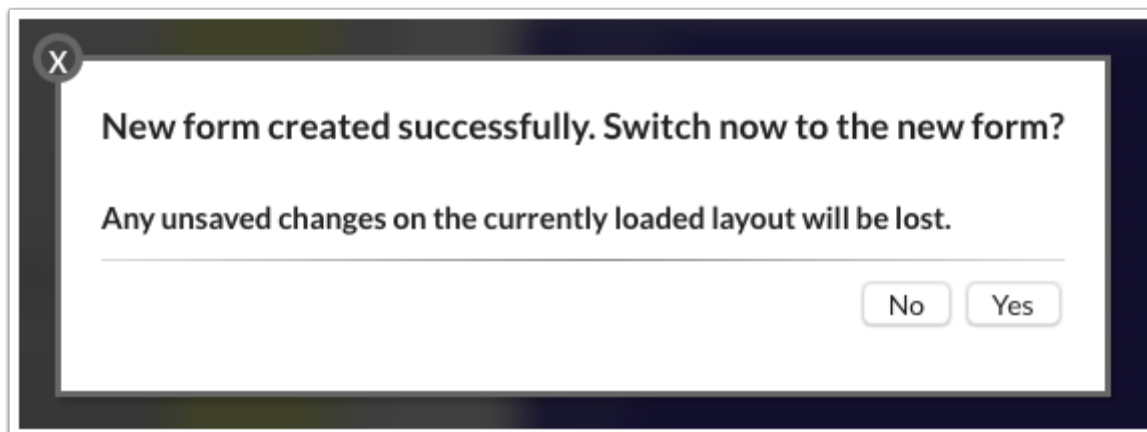
FCS Post-Secondary New Student Enrollment Form

Form Type

Student Enrollment

Cancel Create Form

3. If you have a different form currently loaded on the screen, click **Yes** in the next pop-up window to switch to the new form.

A confirmation dialog box with a close button (X) in the top left corner. It contains the text "New form created successfully. Switch now to the new form?" and "Any unsaved changes on the currently loaded layout will be lost." Below the text is a horizontal line. At the bottom right are two buttons: "No" and "Yes".

New form created successfully. Switch now to the new form?

Any unsaved changes on the currently loaded layout will be lost.

No Yes

The new form is loaded on the screen with a blank layout.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS Post-Secondary New Stud +

Completion Email Address: None

Header Color: [Color Selection]

District Fee(s):

Birthdate On or After: Birthdate On or Before:

Profiles Allowed to Assign:

Save Form Settings Delete Form

Language: English [EN]

Completion Email Subject:

Validation Email Subject:

Continuation Email Subject:

Published Options

Completion Email Template:

Validation Email Template:

Continuation Email Template:

Show Zoned School

Save Layout Copy Layout

Label Group Address Group Contact Group Page Break

Application Layout

4. Select the form you want to copy the layout from in the **Form** pull-down and the applicable **Language** version.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emc)

Header Color: [Color Selection]

District Fee(s):

Birthdate On or After: Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

Save Form Settings Delete Form

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Published Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

Show Zoned School

Save Layout Copy Layout

5. Click **Copy Layout**.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emc) Validate Email Addresses

Header Color: [Color Selection] Header Image: FOCUS School Software

District Fee(s): [Input]

Birthdate On or After: [Input] Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign: [Input]

Save Form Settings Delete Form

Enabled Customize Last Page

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Show Zoned School

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

Save Layout Copy Layout

6. Select the **Enrollment Form** and **Language** that will receive the copied layout (i.e. the new form created in step 1).

7. Click **Copy Layout**.

FOCUS Completion Email Subject: X

Copy Enrollment Form Layout

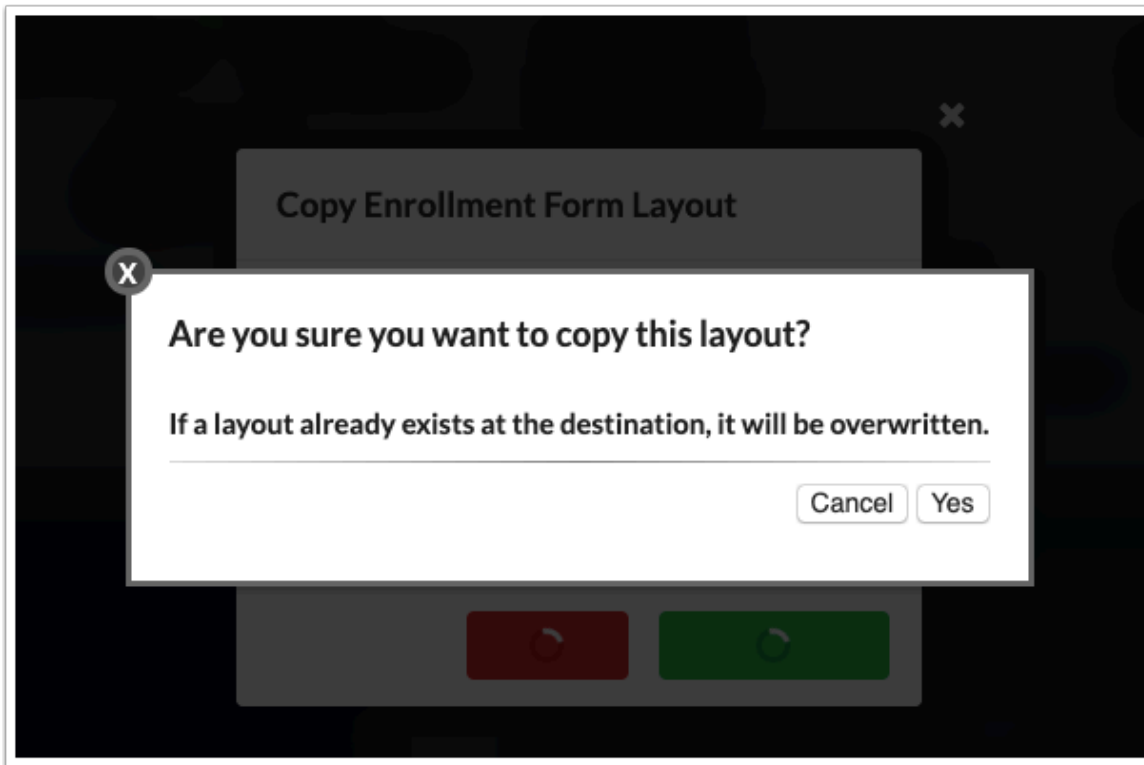
Please select the enrollment form and language to copy the FCS New Student Enrollment Form - English [EN] layout to:

Enrollment Form: FCS Post-Sec

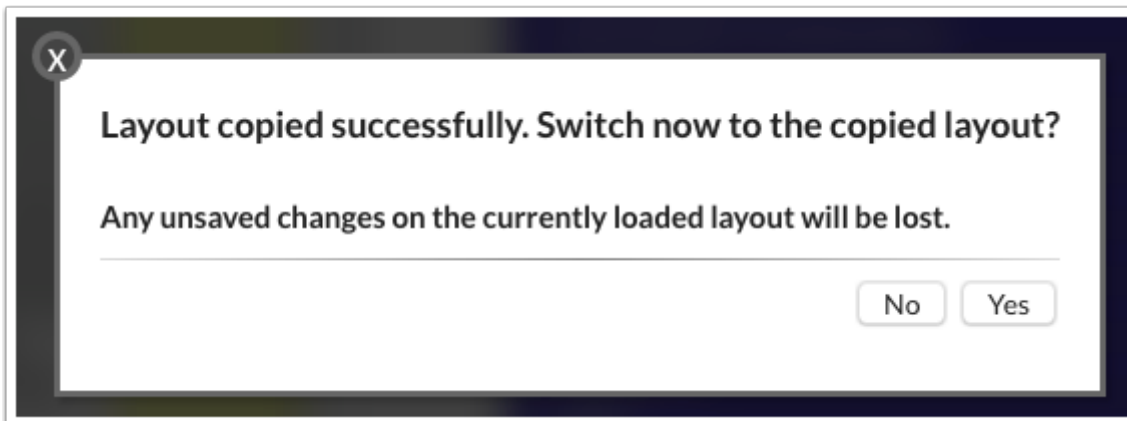
Language: English [EN]

Cancel Copy Layout

8. In the confirmation message, click **Yes**.



9. In the next pop-up window, click **Yes** to switch to the copied layout.



The new form is populated with the copied layout.

10. Make any updates as needed and click **Save Form Settings** and/or **Save Layout**.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS Post-Secondary New Stud +

Completion Email Address: None ☐ Validate Email Addresses

Header Color: ☐

District Fee(s):

Birthdate On or After: Birthdate On or Before:

Profiles Allowed to Assign:

[Save Form Settings](#) [Delete Form](#)

☐ Enabled [Customize Last Page](#)

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

☒ Show Zoned School

[Save Layout](#) [Copy Layout](#)

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

Label

Group

Address Group

Contact Group

Page Break

Application Layout

Field First Name (fieldfirst_name) - Text

Alternate Text:

Required ☐ Hidden ☐

Editing a Form

1. Select the **Form** and **Language**.

Form Setup Student Re-Enrollment Setup Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emc) ☒ Validate Email Addresses

Header Color: ☐

District Fee(s):

Birthdate On or After: Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign:

[Save Form Settings](#) [Delete Form](#)

☐ Enabled [Customize Last Page](#)

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

☒ Show Zoned School

[Save Layout](#) [Copy Layout](#)

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

2. Make updates as needed to the layout or settings and click **Save Layout** or **Save Form Settings**.

Form Setup | Student Re-Enrollment Setup | Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emc) Validate Email Addresses

Header Color: [Color Selection] Header Image: FOCUS School Software

District Fee(s): [Dropdown]

Birthdate On or After: [Text] Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign: [Dropdown]

Save Form Settings Delete Form

Enabled Customize Last Page

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Show Zoned School

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

Continuation Email Template: Online Application (Continuation)

Application Layout

Field First Name (fieldfirst_name) - Text

Alternate Text [Text] Required [] Hidden []

Deleting a Form

Forms can be deleted as needed. Deleting a form will delete all language versions of the form.

1. Select the **Form**.
2. Click **Delete Form**.

Form Setup | Student Re-Enrollment Setup | Application Courses

Form: FCS New Student Enrollment Fc +

Completion Email Address: Applicant Email (application.emc) Validate Email Addresses

Header Color: [Color Selection] Header Image: FOCUS School Software

District Fee(s): [Dropdown]

Birthdate On or After: [Text] Birthdate On or Before: 09/01/2017

Profiles Allowed to Assign: [Dropdown]

Save Form Settings Delete Form

Enabled Customize Last Page

Language: English [EN]

Completion Email Subject: FCS Enrollment

Validation Email Subject: FCS - Please Validate Email Address

Continuation Email Subject: FCS - Please Finish Your Application

Show Zoned School

Publish Options: Unavailable

Completion Email Template: Online Application (Completion)

Validation Email Template: Online Application (Email Validat)

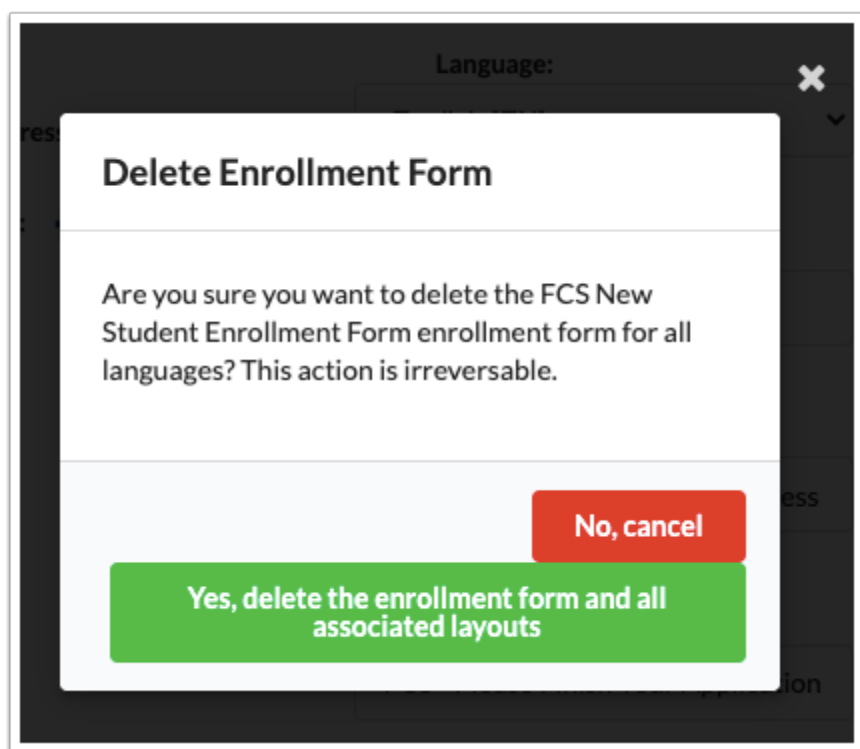
Continuation Email Template: Online Application (Continuation)

Application Layout

Field First Name (fieldfirst_name) - Text

Alternate Text [Text] Required [] Hidden []

3. In the confirmation pop-up window, click **Yes, delete the enrollment form and all associated layouts**.



Setting Up Student Re-Enrollment

The Student Re-Enrollment Setup tab is used to set the options for required and optional student re-enrollment forms.

For required forms, parents or students will not be able to use the Portal until the re-enrollment forms are completed. Optional forms can be used for inactive students to reapply to the district (primarily for Post-Secondary). Districts can also push other optional re-enrollment or non-enrollment forms to parents and students.

For both required and optional re-enrollment forms, forms can be assigned to specific schools, specific grade levels, active parents, active students, parents of inactive students, inactive students, and specific parent or student profiles. Re-enrollment information can be viewed, approved, or denied in Students > [Online Enrollments](#), unless "Do Not Require Approval" is set on the form.

i Required or optional forms can be assigned on an individual basis in Students > Student Info > [Re-enrollment tab](#). You can also mark that an individual student's form does not require approval.

i The system preference "Inactive Student Login" in Setup > System Preferences > Default School Preferences > [General](#) tab allows inactive students to log in to Focus (students without an active enrollment record or students without any enrollment record).

1. Click the **Student Re-Enrollment Setup** tab.

Form Setup **Student Re-Enrollment Setup** Application Courses

Required/Available Forms Save

The following form(s) will be available for select students. If optional is selected, the form(s) will be available for select students to complete at any time, according to the settings of each available form. Otherwise the form(s) will be published to your Parent and/or Student Portals annually beginning on the Publish Date. They will be asked to complete the form in order to re-enroll and will not be able to use the Portal until they have done so.

Filter: OFF

Form	Publish Date	Publish Time	End Date	End Time	School Year	School(s)	Grade Level(s)	Optional Form	Re-Enroll Student	Parent Portal	Student Portal	Parent Portal of Inactive Students	Inactive Student Portal	Require Custody	Student Profiles	Parent Profiles	Publish on Apply	Do Not Require Approval
Re-Enro...	9/30/2022	12:00 am			Current	Focus Ele...	01		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Select the **Form** to assign in the blank row.

3. Select the **Publish Date** and **Publish Time** (when the form will be available on the Portal).

4. If desired, select the **End Date** and **End Time** (when the form will no longer be available on the Portal).

5. Select a **School Year** option. This determines the schools that will receive the Portal alert for a form that needs processing and can review and approve the form.

Current - The form will be visible in the student's currently enrolled school only.

Future Year - The form will be visible in the student's next year enrollment school only.


All Years - The form will be visible in both the student's current and next year enrollment schools.

When the field is set to null, it will be considered as All Years.

i When All Years or null is selected, and one school processes a student's form, the form will be removed from the other's schools Unprocessed Forms tab on the Online Enrollments screen.

6. Select the **School(s)**. One or more can be selected.

7. Select the **Grade Level(s)**. One or more can be selected.


 If you are setting up re-enrollment for inactive students, it is recommended to select all the grade levels, as the inactive student may have withdrawn at any of the grade levels.

8. Select **Optional Form** if this is an optional form that will be available for parents or students to complete.

9. The **Re-Enroll Student** option is used when setting up re-enrollment for inactive students. This option must be selected to enroll the student into the Applicants school as an active student.

10. Select **Parent Portal** or **Student Portal** to dictate where the re-enrollment form will be available. These options are used for re-enrollment forms for active students.

11. To assign the form to inactive students, select **Parent Portal of Inactive Students** or **Inactive Student Portal** to dictate whether the re-enrollment form will be available for inactive students on the Parent Portal or Student Portal.

 The profile permission "Show Previous Year Inactive Students" for parents must be enabled in Users > [Profiles](#) in order for parents to be able to see their previous year inactive students in the Parent Portal.

12. Select **Require Custody** along with the "Parent Portal" check box to only provide the linked user that has a contact record flagged as "Custody" access to the form.

13. If the form should only be accessible by specific parent or student profiles, select the **Student Profiles** or **Parent Profiles**.

14. Select **Publish on Apply** to make the form available on /apply when the student logs in on the Continue Application/Returning Students tab.

15. Select **Do Not Require Approval** to automatically approve any changes the student submits to their information. The student's information in Focus is immediately updated each time a page of the form is submitted. Do not select this option if changes should require approval in Students > [Online Enrollments](#) > [Unprocessed Forms](#). The student's form will display in the [Processed tab](#) on the Online Enrollment screen.

Form Setup
Student Re-Enrollment Setup
Application Courses

Required/Available Forms

Save

The following form(s) will be available for select students. If optional is selected, the form(s) will be available for select students to complete at any time, according to the settings of each available form. Otherwise the form(s) will be published to your Parent and/or Student Portals annually beginning on the Publish Date. They will be asked to complete the form in order to re-enroll and will not be able to use the Portal until they have done so.

Filter: OFF

Form	Publish Date	Publish Time	End Date	End Time	School Year	School(s)	Grade Level(s)	Optional Form	Re-Enroll Student	Parent Portal	Student Portal	Parent Portal of Inactive Students	Inactive Student Portal	Require Custody	Student Profiles	Parent Profiles	Publish on Apply	Do Not Require Approval
Re-Enro...	09/30/2022	12:00 am			Current	Focus Wes...	09, 10, ...			<input checked="" type="checkbox"/>					<input type="checkbox"/>	P...		
Re-Enro...	9/30/2022	12:00 am			Current	Focus Ele...	01			<input checked="" type="checkbox"/>					<input type="checkbox"/>			

16. Press **Enter** to add the row.

17. Click **Save**.

Form Setup
Student Re-Enrollment Setup
Application Courses

Required/Available Forms

Save

The following form(s) will be available for select students. If optional is selected, the form(s) will be available for select students to complete at any time, according to the settings of each available form. Otherwise the form(s) will be published to your Parent and/or Student Portals annually beginning on the Publish Date. They will be asked to complete the form in order to re-enroll and will not be able to use the Portal until they have done so.

Filter: OFF

Form	Publish Date	Publish Time	End Date	End Time	School Year	School(s)	Grade Level(s)	Optional Form	Re-Enroll Student	Parent Portal	Student Portal	Parent Portal of Inactive Students	Inactive Student Portal	Require Custody	Student Profiles	Parent Profiles	Publish on Apply	Do Not Require Approval
					All Years										<input type="checkbox"/>			
Re-Enro...	09/30/2022	12:00 am			Current	Focus Wes...	09, 10, ...			<input checked="" type="checkbox"/>					<input type="checkbox"/>	P...		
Re-Enro...	9/30/2022	12:00 am			Current	Focus Ele...	01			<input checked="" type="checkbox"/>					<input type="checkbox"/>			

Accessing an Enrollment Form at /apply as a New Student

1. Enter your district's Focus URL with /apply appended to the end.

https://livedemo.focusschoolsoftware.com/[redacted]/apply/

The online application screen is displayed.

Change Page to English [EN]

Application for New Students | Continue Application

All fields marked with an asterisk (*) are required.

Student's First Name*

Student's Last Name*

Student's Birthdate*

Language* English [EN]

Form Type* Online Application

Please enter a contact email and password for this application.

Email Address*

Confirm Email Address*

Password*

Confirm Password*

Begin Application

2. In the Application for New Students tab, enter the **Student's First Name**, **Student's Last Name**, and **Student's Birthdate**.
3. If the application is available in more than one language, select the **Language**.
4. In the **Form Type** pull-down, select the applicable form.
5. Enter the contact email address in the **Email Address** and **Confirm Email Address** fields.
6. Enter a password in the **Password** and **Confirm Password** fields.

i If the system preferences "Application tracker" and "Require Email Address" are enabled, then the applicant must enter the Email Address and Password. If the "Application tracker" preference is enabled and the "Require Email Address" preference is disabled, then the message "Would you like to track the application status?" is displayed above the Email Address and Password fields. If the applicant selects Yes, then the Email Address and Password fields are displayed and the applicant can enter the information. If the applicant selects No, then the Email Address and Password fields are hidden. If the "Application tracker" preference is disabled, no Email Address and Password fields will display.

7. Click **Begin Application**.

Change Page to English [EN]

Application for New Students
Continue Application

All fields marked with an asterisk (*) are required.

Student's First Name* Pamela

Student's Last Name* Green

Student's Birthdate* 11/20/2005

Language* English [EN]

Form Type* Online Application

Please enter a contact email and password for this application.

Email Address* @focusschoolsoftwa

Confirm Email Address* @focusschoolsoftwa

Password*

Confirm Password*

Begin Application

If email validation is not enabled for the form in the Application Editor, the applicant can proceed with the form. If email validation is enabled for the form, a message is displayed indicating that the applicant will receive an email to validate his/her email address. Once the applicant clicks the validation link in the email, the online application is opened and prompts the applicant to enter the email address and password and proceed with the form.

Change Page to English [EN]

Application for New Students
Continue Application

Please check your email for steps on validating your email address and continuing the application.

Resuming a Saved Enrollment or Re-Enrollment Form at /apply

1. Enter your district's Focus URL with /apply appended to the end.

https://livedemo.focusschoolsoftware.com/ /apply/

The online application screen is displayed.

2. Click the **Continue Application** tab.

- i** If there is a form marked "Publish on Apply" in [Setup > Application Editor > Re-Enrollment Setup > Available forms](#), then the tab displays as "Continue Application / Returning Students." If there are no forms marked "Publish on Apply," then the tab displays as "Continue Application."

Change Page to English [EN]

Application for New Students Continue Application

Username

Password

Log In

[Parents: Forgot Password?](#)

Note: If you have not been provided a username, please login with the email address & password used to start the application.

3. Enter your **Username** and **Password**.

4. Click **Log In**.

Change Page to English [EN]

Application for New Students Continue Application

Username

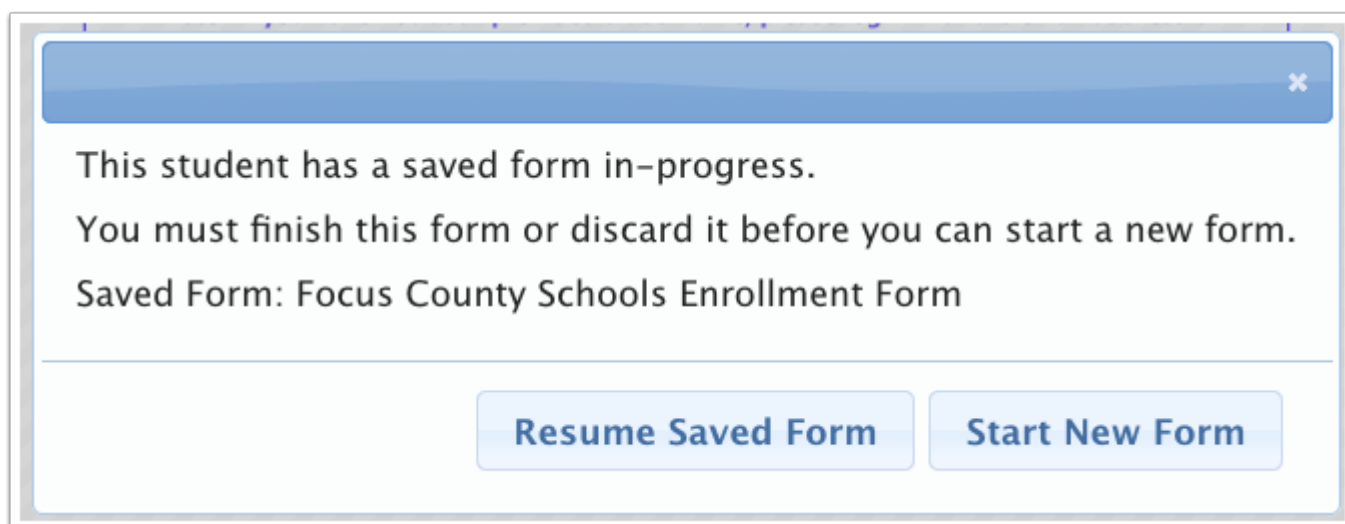
Password

Log In

[Parents: Forgot Password?](#)

Note: If you have not been provided a username, please login with the email address & password used to start the application.

5. Click **Resume Saved Form**.



This student has a saved form in-progress.

You must finish this form or discard it before you can start a new form.

Saved Form: Focus County Schools Enrollment Form

[Resume Saved Form](#) [Start New Form](#)

Accessing Required Re-Enrollment Forms in Focus

Once a required re-enrollment form is published to parents or students according to the settings in the [Student Re-Enrollment Setup](#) tab of the Application Editor, the form is available to parents/students once they log into Focus. The parent/student will not be able to access other screens in the Portal until the form is completed. If a parent has multiple students and there are required forms for each student, then all the forms must be completed before the parent can access the rest of the Portal. However, if the system preference "Make Required Re-Enrollment Forms Student Specific" is enabled in Setup > System Preferences > Default School Preferences > [Online Application tab](#), parents who have multiple students can access the Portal for the student whose required re-enrollment form was completed. Parents cannot access the Portal for other students who didn't have their required re-enrollment forms completed.

Forms Summary
Help
Meg (Parents)
Owl High School - 0041
2019-2020

- Portal
- School Information
- My Profile
- Preferences
- Calendar
- Request Conference
- Forms
- Emmatte
- Child Info
- Class Schedule
- Grades
- Grad Reqs
- Standard Grades
- Attendance
- Forms Summary
- Nicole
- Grade Changes
- Class Requests
- Progression Plan
- Test History
- Absences
- Referrals

Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

	Student Name	Form	Status
	Nicole	FCS Re-Enrollment Form	Not yet started - Click to begin in English [EN]

Completed Forms

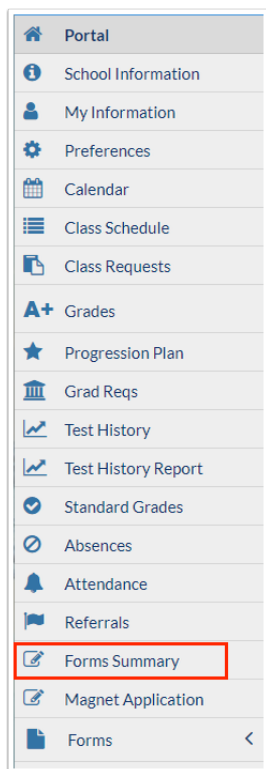
No Records Found

Accessing Available (Optional) Re-Enrollment Forms in Focus

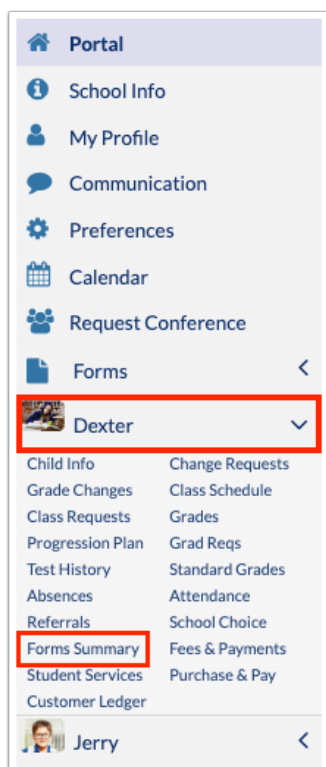
If the district has set up available (optional) forms in the [Student Re-Enrollment Setup](#) tab of the Application Editor and has made the form available in the Parent or Student Portal, then the form will be located in the Forms Summary screen. The form may also be available at /apply if the district has selected that option in the Student Re-Enrollment Setup tab.

1. For students, click **Forms Summary** in the side-menu. For parents, click **Forms Summary** under the applicable student.

Students:



Parents:



2. In the Available Forms section of the screen, click the link to the form.

Available Forms

The district has made the following forms available for you to complete as needed to update information.

Available forms for Dexter D Acosta

[Online Application](#)

[FCS Voluntary Re-Enrollment](#)


Available forms for Jerry Acosta

[FCS Voluntary Re-Enrollment](#)

Parents and students may cancel in progress optional forms by clicking **Cancel** next to the form in the Pending Forms section of the screen.

Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

	Student Name	Form	Status
	Acosta, Dexter D	FCS Voluntary Re-Enrollment	In progress - Click to continue in English [EN] Cancel

Completing the Enrollment/Re-Enrollment Form

1. If the form contains multiple pages, click the **Next Page** and **Previous Page** buttons to navigate through the form.

[Previous Page](#)[Next Page](#)

[Save and Continue Later](#)

2. Fill in all required fields. Required fields are marked with a red asterisk.

First Name*	<input type="text" value="Pamela"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Green"/>
Birthdate*	<input type="text" value="November"/> <input type="text" value="20"/> <input type="text" value="2002"/> <input type="text"/>



You will not be able to proceed to the next page or submit the form without filling in the required fields. If you attempt to do so, a warning message will display.



Existing students will have fields populated from information in their student record in Focus. Changes can be made as needed.

3. To save the form to complete at a later time, click **Save and Continue Later**.

<input type="button" value="Previous Page"/>	<input type="button" value="Next Page"/>
<input type="button" value="Save and Continue Later"/>	

The progress is saved and you are logged out of the online application.

4. When you are ready to submit the form, click **Submit and Finish**.

<input type="button" value="Previous Page"/>
<input type="button" value="Submit and Finish"/>

For applicant students, the student ID and confirmation code is displayed.

Thank you, Pamela Green.

Your application has been submitted.

Your new student ID # and confirmation code is: 82336

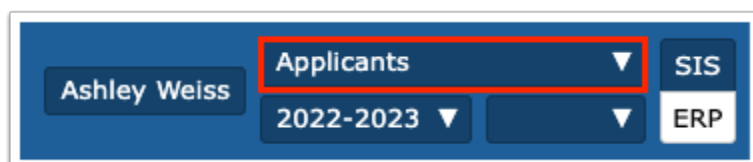
Click here to return to Focus

Click here to return to the Online Application

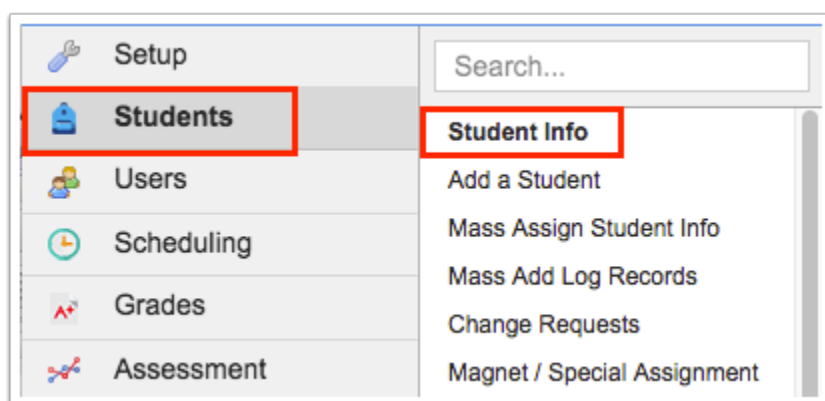
Viewing Students in the Applicants School

New students who have applied through the online application are enrolled in the Applicants school. Inactive students who have completed [a re-enrollment form with the "Re-Enroll Student" option enabled in Re-Enrollment Setup](#) are also enrolled in the Applicants school. Log into the Applicants school to view their student records.


1. At the top of the screen, select the **Applicants** school from the school pull-down.



2. In the **Students** menu, click **Student Info**.



3. On the Search Screen, enter search criteria to locate the student and click **Search**, or to return all students in the Applicants school, do not enter any search criteria and click **Search**.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Search ScreenSimple ListCustomized List

Q Student SearchMore Search Options

Student Group

☐ Search All Schools

☐ Include Inactive
☐ Previous Years
☐ Use Most Recent Enrollment



Use Legacy SearchSearch

4. In the search results, click the appropriate student.

Search ScreenSimple ListCustomized List

2 Students

FilterSearch

Photo	Student	Student ID	Grade
	Green, Susan Janna	00077770	
	Jennings, Angela	00077771	

The student's record is displayed, populated with information entered on the application.

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication Files SSS Choice Save Print

Billing

Filter fields... Print a Form/Letter

General Demographics

Laptop Issue Date		Laptop Serial Number	
Acknowledgement of Admissions...	<input type="checkbox"/>	Application Complete	<input type="checkbox"/>
Parent Requirements...	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes	Parent Notes to Admissions	
I understand that I am responsible for...	<input type="checkbox"/>	Social Security	
Is your child currently being...	<input type="radio"/> N/A <input type="radio"/> Yes	Will your child be attending Focus...	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes
Grade-levels Previously Retained	<input type="text"/>	Previously Retained	<input type="checkbox"/>

Violation of the Law Explanation:

At least one race field must be Yes.

Race: Black or African American

Race: Asian

Race: American Indian or Alaska Native

Race: Native Hawaiian or Other Pacific Islander

Primary Lang Spoken in the Home

Primary Student Language

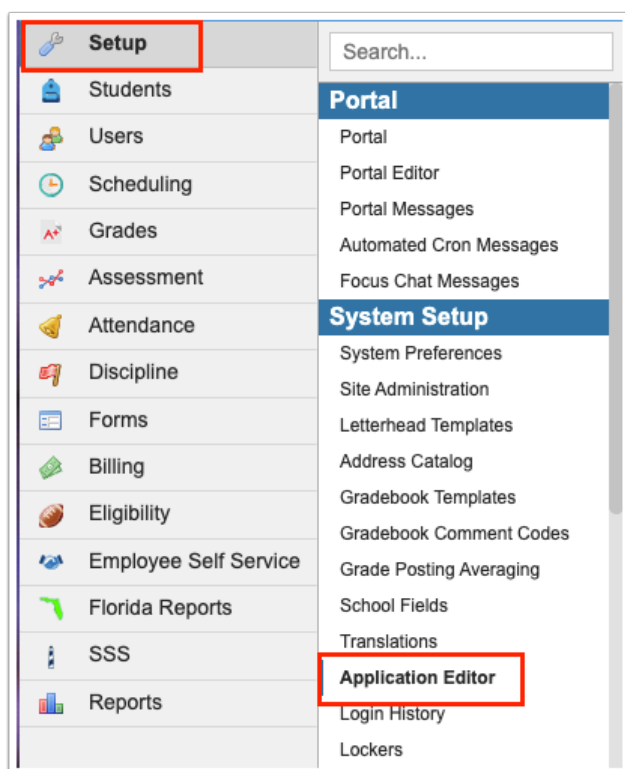
Enrolling a Student from the Applicants School

Please see [Enrolling a Student from the Applicants School](#).

Creating a New Form Based on Form Record Fields

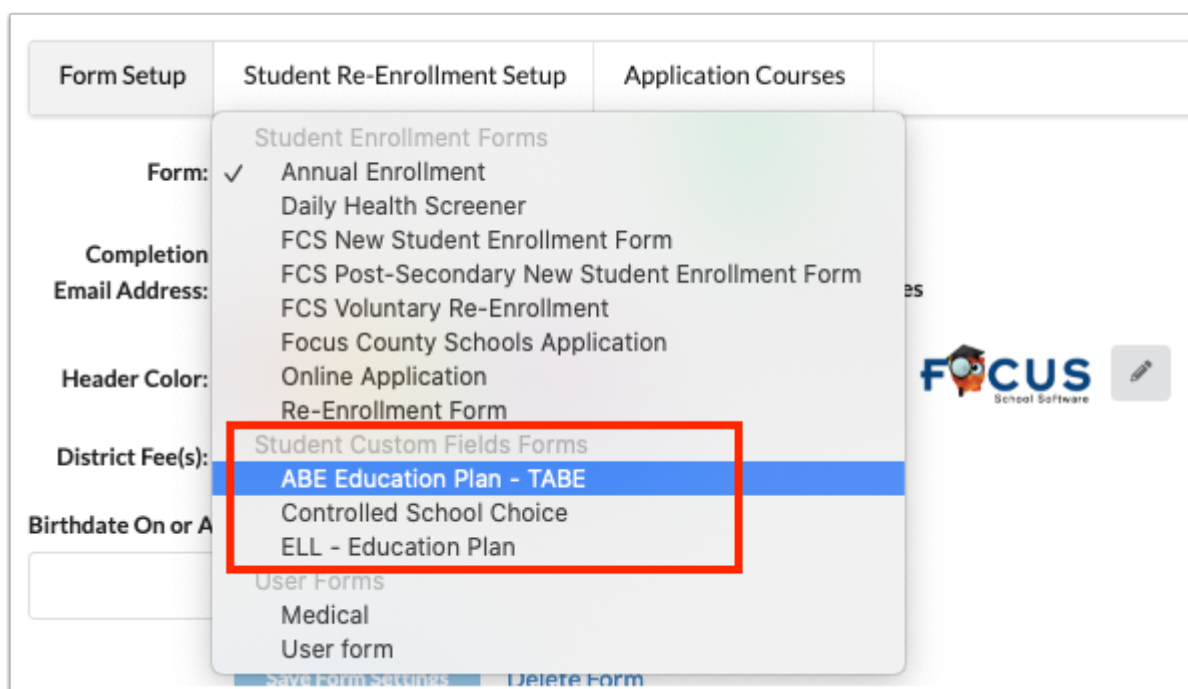
The Application Editor can be used to create other types of forms besides enrollment forms. Forms in the Application Editor can be created based on existing student field categories that are set up as form records in [Student Fields](#).

1. In the **Setup** menu, click **Application Editor**.



2. In the **Form** pull-down, select the form record category. These are listed under the heading Student Custom Fields Forms.

⚠ Only student field categories that were designated as form records in [Student Fields](#) are available for selection.



If this form has not been previously set up, the Application Layout on the bottom-right side of the screen will be blank. The bottom-left side of the screen contains the items that are used to build the form, including labels, groups, page breaks, and student fields. Only the System fields, System Addresses, System Contacts, and the fields in the applicable student field category are available for use.

Form Setup

Student Re-Enrollment Setup

Application Courses

Form: ABE Education Plan - TABE

Completion Email Address: None

Header Color:

Birthdate On or After: Birthdate On or Before:

Profiles Allowed to Assign:

Validate Email Addresses

Language: English [EN]

Completion Email Subject:

Validation Email Subject:

Continuation Email Subject:

Customize Last Page

Publish Options: Unavailable

Completion Email Template:

Validation Email Template:

Continuation Email Template:

Show Zoned School

Save Form Settings

Delete Form

Save Layout

Copy Layout

Label

Group

Address Group

Contact Group

Page Break

System

System Addresses

System Contacts

ABE Education Plan - TABE

Application Layout

3. To add an item to the Application Layout, click and drag it into the layout.

Label

Group

Address Group

Contact Group

Page Break

System

System Addresses

System Contacts

ABE Education Plan - TABE

TABE Post-Test Score (field899) - Text

Program of Study (field897) - Select Menu

Content Area (field908) - Select Multiple

Assessment Type (field896) - Select Multiple

TABE Score (field906) - Text

TABE Exam (field905) - Text

Application Layout

Field TABE Post-Test Score (field899) - Text


Alternate Text Required ☐ Hidden ☐

4. Add [labels](#), [groups](#), [page breaks](#), [student fields](#), [address groups/system addresses fields](#), and [contact groups/system contacts fields](#) as needed.


5. To rearrange items in the layout, click the up or down arrows on a block.

Application Layout

Field **TABE Post-Test Score (fieldI899) - Text**

Alternate Text Required ☐ Hidden ☐ 


Field **Program of Study (fieldI897) - Select Menu**

Alternate Text Required ☐ Hidden ☐ 


6. To remove an item from the layout, click the delete icon on the block.

Application Layout

Field **TABE Post-Test Score (fieldI899) - Text**

Alternate Text Required ☐ Hidden ☐ 

Field **Program of Study (fieldI897) - Select Menu**

Alternate Text Required ☐ Hidden ☐ 

7. At the top of the screen, select **Enabled** to make the form available for use.

Users with the profile permission to the form will be able to access the form in the Forms menu in Focus.

8. Click **Save Layout**.

Accessing a Form in the Forms Menu

Once the form has been created, profile permissions for the form will need to be given in Users > Profiles to those profiles who need to access it. Users with profile permissions to the form can access the form in the Forms menu.

1. In the **Forms** menu, click the form.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Search...

ABE Education Plan - TABE

Controlled School Choice

counselor

ELL - Education Plan

Best & Brightest Teacher Application

Exit Form (Revised)

In County Mileage Reimbursement Form

Monies Collected Form

Out of County Travel Reimbursement Form

School Accident Report

2. On the Search Screen, enter search criteria to locate the student and click **Search**.

See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Search ScreenSimple ListCustomized List

Q Student SearchMore Search Options

Student Group

☐ Search All Schools

☐ Include Inactive

☐ Previous Years

☐ Use Most Recent Enrollment

Use Legacy SearchSearch

3. In the search results, click the appropriate student.

Search ScreenSimple ListCustomized ListCustomize Student List

Student: acosta

2 Students

Photo	Student	Student ID	Grade
	Acosta, Dexter D	00086685	10
	Acosta, Harry P	00058780	10

If the student has an existing records for this form, the records will display on the left side of the screen.

ELL - Education Plan

Records

Name	Date
Plan 1	2021-09-01 00:00:00-04
	October 6 2022

4. To add a new form record, enter a **Name** for the new record and select the **Date** in the blank row.

5. Click the + next to the row.

ELL - Education Plan

Records

Name	Date
Plan 1	2021-09-01 00:00:00-04
+ Plan 2	October 6 2022

The new form record is added to the list and the form fields display on the right side of the screen.

6. Fill out any required fields. Required fields are marked with a red asterisk.

ELL - Education Plan

Records

Name	Date
Plan 1	2021-09-01 00:00:00-04
Plan 2	2022-10-06
+	October 6 2022

ELL - Education Plan

This plan is designed to support Adult General Education students in developing lesson goals, instructional content, and formative assessment opportunities. Students will meet with teachers approximately every 20 hours and again after post-testing.

CASAS Reading Score

CASAS Reading Test Form

CASAS Reading Test Date

CASAS Listening Score

CASAS Listening Test Form

CASAS Listening Test Date

Content

- ☐ Listening
- ☐ Reading
- ☐ Speaking
- ☐ Writing



You will not be able to proceed to the next page or save the form without filling in the required fields. If you attempt to do so, a warning message will display.

7. Click the **Next Page** and **Previous Page** buttons to navigate through the form if the form contains multiple pages.


8. When the form is completed, click **Save**.

A screenshot of a user interface showing three buttons: 'Previous Page', 'Next Page', and 'Save'. The buttons are arranged with 'Previous Page' and 'Next Page' at the top and 'Save' centered below them.

-  Form records are also visible in Student Info when viewing the form record category. Form records can also be added from Student Info.

Setting Up Application Courses (Postsecondary)

Users with the profile permission "Application Courses" for the Application Editor have access to the Application Courses tab. This functionality is for postsecondary schools. The Application Courses tab is used to define the courses that applicants are able to apply to on the online application. Applicants will select and prioritize the courses they want to apply to.

-  The Application Courses field in the System category must be added to the application layout in order for applicants to be able to select courses on the application.

System
▶ First Name (fieldfirst_name) - Text
▶ Middle Name (fieldmiddle_name) - Text
▶ Last Name (fieldlast_name) - Text
▶ Name Suffix (fieldname_suffix) - Text
▶ Address (fieldaddress) - Address Block
▶ Application Courses (fieldapplication_courses) -
System Addresses
System Contacts
Document Management
Health Daily Health Screener
Health Medical
Edit Rules & Workflow
ESE
Letter Signing

i The information for the applicant's selected courses will populate the following student fields within the Application Courses student category once the application is submitted:

- Application Courses Selected Course 1
- Application Courses Selected Course 2
- Application Courses Selected Course 3
- Application Courses Selected Program 1
- Application Courses Selected Program 2
- Application Courses Selected Program 3
- Application Courses Selected School 1
- Application Courses Selected School 2
- Application Courses Selected School 3
- Application Courses Selected Start Time 1
- Application Courses Selected Start Time 2
- Application Courses Selected Start Time 3
- Application Courses Selected End Time 1
- Application Courses Selected End Time 2
- Application Courses Selected End Time 3

The appropriate users must be given view permissions to these fields. These fields can be included in the [Advanced Report](#) and in [Print Letters & Send Email](#).

1. Click the **Application Courses** tab.

The screenshot shows the 'Application Courses' tab selected in a navigation bar. Below the tab, there is a 'Save' button. The main area is titled 'Add Application Courses' and includes a 'Filter: OFF' button. A table with two columns, 'Programs' and 'Courses', is visible. The 'Programs' column has a dropdown menu with 'ABE' selected. The 'Courses' column has a dropdown menu that is currently empty.

2. In the top row, select the **Program**.

All programs that have a short name are available in the pull-down.

3. Select the **Courses** that will be available for applicants to select from. One or multiple courses within the program can be selected.

All active sections for the selected course(s) will display for applicants to choose from.

This screenshot shows the 'Application Courses' tab with the 'Courses' dropdown menu expanded. The dropdown list displays a long list of course names, including 'ABE LANG', 'ABE MATH', and 'ABE READ'. The 'Programs' dropdown menu still shows 'ABE' selected. A 'Save' button is visible in the top right corner.

i When the [system preference](#) "Define Grade Levels on Application Courses" is enabled, the Grade Levels column is available on the Application Courses screen. Select the applicable grade levels for the course(s). On the application, the applicant will select a grade level in the Current Grade Level field. The available courses will display based on the grade level selected.

Form Setup
Student Re-Enrollment Setup
Application Courses

Application Courses

Add Application Courses

Filter: OFF

	Programs	Courses	Grade Levels
	ABE		
	ABE	ABE LANG, ABE LANG, ABE LANG, ABE MATH, ABE MATH, ABE MATH,...	<input checked="" type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 12 <input type="checkbox"/> 11 <input type="checkbox"/> 10 <input type="checkbox"/> 09 <input type="checkbox"/> ZZ
	Adult ESOL	ADULT ESOL, ADULT ESOL, ADULT ESOL	

4. Press **Enter** to add the row.

Form Setup
Student Re-Enrollment Setup
Application Courses

Application Courses

Add Application Courses

Filter: OFF

	Programs	Courses
	ABE	
	ABE	ABE LANG, ABE LANG, ABE LANG, ABE MATH, ABE MATH, ABE MATH, ABE READ, ABE READ, A...

5. Continue selecting programs and courses as needed.

6. Click **Save**.

Form Setup
Student Re-Enrollment Setup
Application Courses

Application Courses

Add Application Courses

Filter: OFF

	Programs	Courses
	ABE	
	Adult ESOL	ADULT ESOL, ADULT ESOL, ADULT ESOL
	ABE	ABE LANG, ABE LANG, ABE LANG, ABE MATH, ABE MATH, ABE MATH, ABE READ, ABE READ, A...

If the system preference "Define Grade Levels on Application Courses" is enabled, the applicant will first select their grade level in the Current Grade Level pull-down on the application. Only the courses for that grade level will be available in the Course List.

Application Courses

Current Grade Level:

▼

Selected Courses

Priority 1	Priority 2	Priority 3

The applicant will click a program in the Course List, and then click Apply on the desired course.

Application Courses

Selected Courses

Drag and drop courses to switch their priorities.

Priority 1	Priority 2	Priority 3

☐ I acknowledge that the courses chosen are in the correct order and have been ordered by my own priority and preference. I also acknowledge that if my first priority course is available then the first course will apply. If it is not available then my second priority course will apply. If my second priority course is not available then my third priority course will apply. If none of my courses are available then I will not be able to apply for any of those courses.

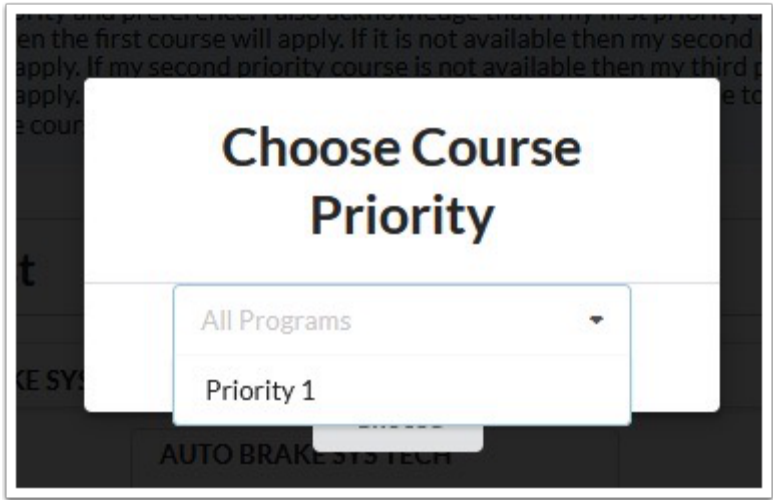
Course List

▶ AUTO BRAKE SYS TECH

▶ DIGITAL ASST DSN

▶

The first course the applicant clicks Apply on will only have Priority 1 as an option. Subsequent courses will have all the priority options available.



When finished, courses can be dragged and dropped to rearrange the priority, or can be removed.

Selected Courses

Drag and drop courses to switch their priorities.

Priority 1	Priority 2	Priority 3																																																
<div>AESTHETICS I</div> <table><tr><td>Program</td><td>AESTHETICS</td></tr><tr><td>School</td><td>Northwest Campus -</td></tr><tr><td>Meeting Days</td><td>MTWHF</td></tr><tr><td>Start Time</td><td>11:30:00 AM</td></tr><tr><td>End Time</td><td>2:40:00 PM</td></tr><tr><td>Start Date</td><td>08/01/2022</td></tr><tr><td>End Date</td><td>12/20/2022</td></tr><tr><td>Location</td><td>MAIN CAMPUS</td></tr></table> <div><div>287.26 MILES</div></div> <div>Remove</div>	Program	AESTHETICS	School	Northwest Campus -	Meeting Days	MTWHF	Start Time	11:30:00 AM	End Time	2:40:00 PM	Start Date	08/01/2022	End Date	12/20/2022	Location	MAIN CAMPUS	<div>AESTHETICS I</div> <table><tr><td>Program</td><td>AESTHETICS</td></tr><tr><td>School</td><td>Northwest Campus -</td></tr><tr><td>Meeting Days</td><td>MTWHF</td></tr><tr><td>Start Time</td><td>03:15 PM</td></tr><tr><td>End Time</td><td>06:25 PM</td></tr><tr><td>Start Date</td><td>08/01/2022</td></tr><tr><td>End Date</td><td>12/20/2022</td></tr><tr><td>Location</td><td>MAIN CAMPUS</td></tr></table> <div><div>287.26 MILES</div></div> <div>Remove</div>	Program	AESTHETICS	School	Northwest Campus -	Meeting Days	MTWHF	Start Time	03:15 PM	End Time	06:25 PM	Start Date	08/01/2022	End Date	12/20/2022	Location	MAIN CAMPUS	<div>AIR CONDITIONING TECHNOLOGY I</div> <table><tr><td>Program</td><td>AIR CONDITIO...</td></tr><tr><td>School</td><td>TECHNOL... Northeast Campus -</td></tr><tr><td>Meeting Days</td><td>MTWHF</td></tr><tr><td>Start Time</td><td>07:30 AM</td></tr><tr><td>End Time</td><td>10:30 AM</td></tr><tr><td>Start Date</td><td>08/03/2022</td></tr><tr><td>End Date</td><td>12/20/2022</td></tr><tr><td>Location</td><td>MAIN CAMPUS</td></tr></table> <div><div>303.27 MILES</div></div> <div>Remove</div>	Program	AIR CONDITIO...	School	TECHNOL... Northeast Campus -	Meeting Days	MTWHF	Start Time	07:30 AM	End Time	10:30 AM	Start Date	08/03/2022	End Date	12/20/2022	Location	MAIN CAMPUS
Program	AESTHETICS																																																	
School	Northwest Campus -																																																	
Meeting Days	MTWHF																																																	
Start Time	11:30:00 AM																																																	
End Time	2:40:00 PM																																																	
Start Date	08/01/2022																																																	
End Date	12/20/2022																																																	
Location	MAIN CAMPUS																																																	
Program	AESTHETICS																																																	
School	Northwest Campus -																																																	
Meeting Days	MTWHF																																																	
Start Time	03:15 PM																																																	
End Time	06:25 PM																																																	
Start Date	08/01/2022																																																	
End Date	12/20/2022																																																	
Location	MAIN CAMPUS																																																	
Program	AIR CONDITIO...																																																	
School	TECHNOL... Northeast Campus -																																																	
Meeting Days	MTWHF																																																	
Start Time	07:30 AM																																																	
End Time	10:30 AM																																																	
Start Date	08/03/2022																																																	
End Date	12/20/2022																																																	
Location	MAIN CAMPUS																																																	

The applicant's choices will be displayed in the fields within the Applicant Courses student field category.

Priority 1 Selection	
Application Courses Selected School 1	Northeast Campus <input type="text"/>
Application Courses Selected Program 1	MEDICAL ASSISTING 2YR
Application Courses Selected Start Time 1	04:00 PM
Application Courses Selected End Time 1	06:30 PM
Priority 2 Selection	
Application Courses Selected School 2	Northwest Campus <input type="text"/>
Application Courses Selected Program 2	NURSING SERVICES
Application Courses Selected Start Time 2	01:00 PM
Application Courses Selected End Time 2	03:30 PM
Priority 3 Selection	
Application Courses Selected School 3	Northwest Campus <input type="text"/>
Application Courses Selected Program 3	PHYSICAL THERAPY
Application Courses Selected Start Time 3	01:00 PM

Did You Know?

The first five numbers in student Social Security numbers are masked with asterisks. The profile permission **View Full SSN**, enabled via Users > [Profiles](#) > Students tab, allows users to view the full Social Security number for students.