

Custom Form Creation

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Custom Forms are supplemental documents that can then be linked to a person's record in Campus, such as forms associated with Special Education and Health services. This format is used to submit form data to a server, receive a response, and incorporate it back into a form that may be printed. Districts can create their own forms that pull information from the database onto the forms as well as save custom fields to the server. Custom Forms are uploaded at System Administration > Custom Forms. See the [Custom Forms](#) documentation for additional information.

Information in this article refers to Adobe 11. Instructions may differ for different version of Adobe.

Only PDFs created using Adobe Acrobat Professional or Adobe DC are supported for Custom Form creation.

Custom Forms

Custom forms provide a way for districts to quickly produce and store single use documents associated with a person. Forms are useful for district customization or for reference in the future.

Requirements

To make a Custom Form, the following is required:

- A document that can be converted into a PDF document (Word, Excel, Powerpoint, etc.)
- A list of Reserved Name Field, listed at the end of this document
- Ability to upload custom forms. See the [Tool Rights](#) documentation for additional information.

When the form field is added to the document and named using an ad hoc or reserved field name, the data will be populated from existing information in Campus when the document is attached to a student.

Documents using fillable field names are called Interactive documents. There are also Blank documents, which do not use fillable fields.

Field names cannot exceed **300 characters** and ideally would not exceed **50 characters**.

Conversion of Original Document to PDF

It is recommended that the majority of editing be done prior to conversion to PDF. Remove extra lines, spaces and tabs, boxes, etc. Edits can be made in the PDF view, but it is more difficult.

There are two (2) ways to convert documents to a PDF file using Adobe Acrobat Pro. Consult the Adobe Acrobat documentation for additional details.

Option 1:

1. From the main document, select the **File menu** and select the **Print** option.
2. Select the **Acrobat Distiller** printer from the printer dropdown list.
3. Click the **OK** button.

Option 2:

1. From the Word document, select the **Adobe icon** in the toolbar or select the **Adobe PDF format** option in the header row.
2. If the document has been modified since last saved, it will need to be saved again. Once saved, a second Save As box will appear asking for the location to which to save the PDF document. Enter the appropriate file name and select the appropriate folder.
3. Select the **Convert to Adobe PDF** option and select the file location for the new file.
4. Click the **Save** icon. The document will process; the length of time this takes will vary depending on the size of the document. Once finished, the PDF document will appear in the folder where it was saved.

Create Fillable Fields in Adobe Acrobat Professional©

1. Review the PDF document to be sure the format is correct.
2. Click on the Form Tool in Adobe Acrobat to add the Form fields. If creating a text field, use the text field tool. Refer to the Adobe documentation for proper use.

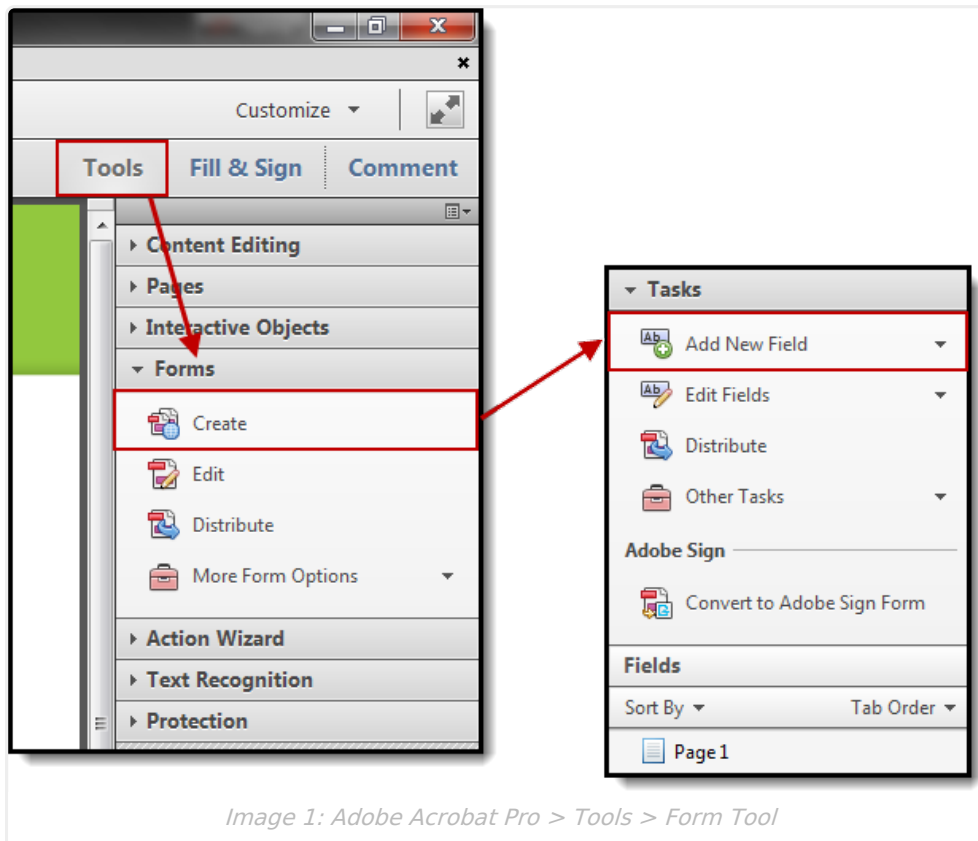


Image 1: Adobe Acrobat Pro > Tools > Form Tool

3. Click and drag the cursor to create a field in the chosen area.
4. In the **Field Properties** box, name the field using an Ad hoc or [Reserved Name](#) field.
5. Click on the **Options** tab and check for other pertinent settings.
6. Click **OK** when finished.

- Check boxes, e.g. Yes/No, will have the same name but different values if you want them to be single select check boxes.
- Radio buttons may be used in cases where a choice does not need to be undone.
- For fields that will have multiple lines of text written in them, check the Multi-line choice and uncheck the scrolling long text field.

An interactive Custom Form created by Acrobat Professional can contain the following form elements:

- Check boxes
- Radio buttons
- Text fields
- Dropdown lists
- Date fields
- Number fields
- Customized look and feel of elements via property windows

Double click the element or right click/properties to customize elements.

The following fonts are supported. Campus recommends using only one of these fonts to ensure that forms display correctly. Any other fonts will be converted to Times Roman.

- Helvetica
- Times New Roman
- Times Roman
- Courier

Add Custom Forms to Campus

Use the Custom Forms tool to make the document available for users. Users must have rights to the Custom Forms tool in System Administration to upload a document. See the [Custom Forms](#) documentation for additional information.

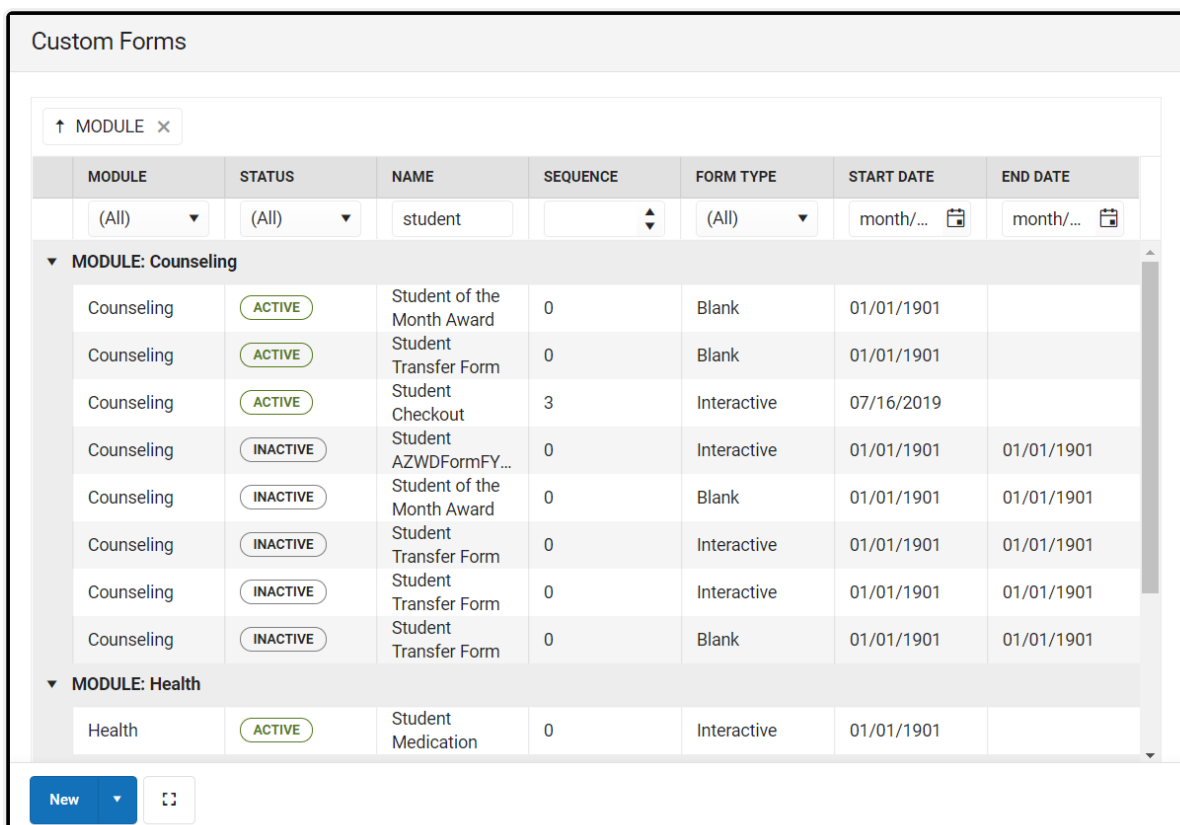


Image 2: Custom Forms Tool

Reserved Name List

Student Information Fields	Notes
stateID	
studentID	
studentName	Displays Last Name, First Name Middle Name
studentFirstLastName	Displays First Name, Middle Name Last Name
studentFirstName	

Student Information Fields	Notes
studentLastName	
studentMiddleName	
studentDOB	This field will map to a date field.
grade	
studentGender	
studentAge	
studentHomePhone	
studentAddress1	
studentAddress2	
Guardian Fields	
guardian1Name	Displays Last Name, First Name, Middle Name
guardian1FirstLastName	Displays First Name Middle Name Last Name
guardian1LastName	
guardian1FirstName	
guardian1MiddleName	
guardian1WorkPhone	
guardian1Relationship	
guardian1HomePhone	
guardian1Address1	
guardian1Address2	
guardian2Name	Displays Last Name, First Name, Middle Name
guardian2FirstLastName	Displays First Name Middle Name Last Name
guardian2LastName	
guardian2FirstName	
guardian2MiddleName	
guardian2WorkPhone	
guardian2Relationship	
guardian2HomePhone	

Student Information Fields	Notes
guardian2Address1	
guardian2Address2	
School/District Information Fields	
districtInfo	
districtName	
districtAddress1	
districtAddress2	
districtPhone	
schoolName	
schoolAddress1	
schoolAddress2	
schoolPhone	
currentDate	This field will map to a date field.
user	Displays the user's full name
username	
tmName1-tmName12	tm = Team Member
tmTitle1-tmTitle12	tm = Team Member
caseManager	
caseManagerTitle	
caseManagerPhone	