

Last Modified on 10/22/2022 10:21 am CDT

#### **PATH:** Student Information > Reports > Custom Gifted Form Batch Print

The Custom Gifted Form Batch Print allows you to generate a printable PDF of all existing documents for a specific Gifted and Talented custom form for a particular grade level(s) or students in an Ad hoc filter. Using this tool, users can now print Gifted and Talented records for multiple students at the same time and eliminate the need to generate them one by one.

Tool Rights | Custom Gifted Form Batch Print Editor Options | Generating the Custom Gifted Form Batch Print | Where are Custom Gifted Form Documents Created? | How Do I Create a Gifted Form Document for a Student?

Gifted Custom Forms may contain identifying student and staff information.

This tool is only available in the Kentucky District Edition of Campus.

Index Search <	Custom Gifted Form Batch Print
Search Campus Tools	This tool allows for the printing of the custom gifted district forms for multiple students in a given year rather than one student at a time. Users are able to batch print custom gifted forms they have tool rights to view for students who were enrolled at some point during the year and school selected in the Campus toolbar. Custom forms are not linked to calendars, a form created while the
▼ Reports	student was enrolled in a different school may print if the student also had an enrollment in the selected school at any point during the year.
Activity Eligibility	Extract Options
Age/Grade Level Exceptions	
Caseload Summary	Custom Form KDE GSSP and Progress Report
Counselor	Form Creation Date 07/01/2018 = 06/30/2019 =
Custom Gifted Form Batch Print	Select Students
Duplicate IDs	Which students would you like to include in the report?
Duplicate Students Search	Grade     All Students     All
Enrollment Loss Report	97 98
Enrollment Overlap	99 🔻
Enrollment Status	Ad Hoc Filter
Enrollment Summary	Sort Options
Enrollment Summary Details	Student Name     Grade
File Labels By DOB	Print Forms
Folder Labels by DOB	

Image 1: Custom Gifted Form Batch Print Editor

#### **Tool Rights**

**PATH:** System Administration > User Security > Users > Tool Rights

Users must have at least  $\mathbf{R}(ead)$  rights to the Custom Gifted Form Batch tool in order to generate a batch print.

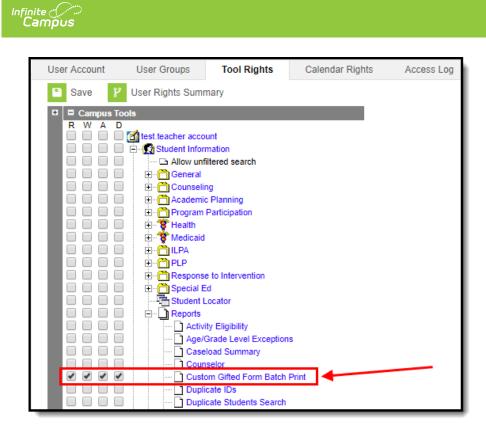


Image 2: Custom Gifted Form Batch Print Tool Rights

# **Custom Gifted Form Batch Print Editor Options**

Field	Description
Custom Form	Includes a list of district-created custom Gifted forms. Custom Forms are created in the Gifted and Talented Custom Forms tool found in System Administration. See the Where are Custom Gifted Form Documents Created? section below for more information.
Form Creation Date	Limits the custom forms returned in the batch print to only those created for students within this date range.
Select Students	<ul> <li>Determines which students are included in the generated batch print:</li> <li>Grade - Only students within the selected grade(s) are included in the batch print.</li> <li>Ad Hoc Filter - Only students meeting the selected ad hoc filter criteria are included in the batch print.</li> </ul>
Sort Options	Forms will be sorted by either <b>Student Name</b> or <b>Grade</b> level. Once the print is generated, a summary page based on the sort option will be provided, listing students whose gifted forms were included in the batch print.

# **Generating the Custom Gifted Form**



# **Batch Print**

- 1. Select a **Custom Form**. Only existing records for this form are included in the batch print.
- 2. Enter the **Form Creation Date**. Only student forms created within this date range are included within the batch print.
- 3. Select if students will be included based on Grade or an Ad Hoc Filter.
- 4. Select how forms will be sorted within the batch print.
- 5. Click Print Forms. The document will generate in PDF format.

The PDF will first display a summary page based on the sort option, listing students whose gifted forms were included in the print, followed by each form document.

<b>KY Gifted Student Services Plan</b> he Gifted Student Service Plan (GSSP) is a plan developed for identified students in grades 4-12. The plan notifies parents of the services their child will be receiving from the strict. For each identified area the district must provide a minimum of two services.				
The code(s) beside the Service Delivery Options are the areas being serve	ed. Codes are separated with a comma (,).			
Acceleration Options	Consortium Seminars			
Grade Skipping Subject Area Higher Grade Level	Seminars Travel Study Options			
Dual Credit Courses	Special Schools (4-12)			
Early Exit from High School	Self-Contained Classrooms (4-12)			
Various Options	Differentiated Study Experience in the Classroom			
Academic Competition or Other	Differentiated Individual Study			
Extracurricular Offering	Differentiated for Cluster Groups			
Advanced Placement and Honors Courses	Distance Learning			
Collaborative Teaching	Video Courses			
Consultation Services	Other Online Courses			
Special Counseling Services	Resources Services			
Enrichment Services (School Day)	Pull-out Setting			

Image 3: Example of a Custom Gifted Form Print

### Where are Custom Gifted Form Documents Created?

#### **PATH:** System Administration > Gifted and Talented > Custom Forms

Districts can create and upload custom Gifted and Talented forms using the Custom Forms tool within the Gifted and Talented folder of System Administration. See the Custom Forms (Gifted and Talented) article for more information about this process.

	Custom Forms						
rch Campus Tools							
► Custom	STATUS	NAME	SEQUENCE	FORM TYPE	MODULE	START DATE	END DATE
Data Change Tracker	(All) 🔻		\$	(All) 🔻	(All) 🔻	month/day/ 🛅	month/day/ 🛱
► Data Defining Tools ► Data Interchange	ACTIVE	KDE GSSP and Progress Report	1	Interactive	gifted	06/29/2018	
<ul> <li>▶ Data Utilities</li> <li>▶ Digital Repository</li> </ul>	ACTIVE	Notice of Team Meeting	1	Blank	gifted	08/20/2018	
► Enrollment	ACTIVE	Manifestation Determination	2	Blank	gifted	08/20/2018	

Image 4: Creating and Uploading New District Gifted Custom Forms

### How Do I Create a Gifted Form Document for a Student?

**PATH:** Student Information > Program Participation > Gifted and Talented > Documents

You can create a custom Gifted and Talented form for a student by using the Documents tab found in the Gifted and Talented area of Program Participation. See the Documents (Gifted and Talented) article for more information about this process.

Index	Search <	Tester, Nate #11111111 Gender: M					
Search Campus Tools		Giffed & Talented Documents					
Infinite Campus Doc	cuments						
SPP&G Teacher Up	odate Videos	Create New Document Wizard					
SPP&G Update Vide	leos	Please select one of the following documents:					
▼ Student Information		Create Custom Form:					
General		Notices, checklists, and supplemental forms Select a Form Link to an Enrollment					
▶ Counseling		KDE GSSP and Progress Report					
Academic Planning		DOCUMENT SELECTED FOR CREATION: KDE GSSP and Progress Report					
<ul> <li>Program Pa</li> </ul>	articipation						
English L	Learners (EL)	Create Document Cancel					
Foster C	Care						
▼ Gifted	d & Talented						
►E	Blank Forms						
Program	ıs						
Custom I	Programs						
► Health	_						

Image 5: Creating a Custom Gifted Form for a Student