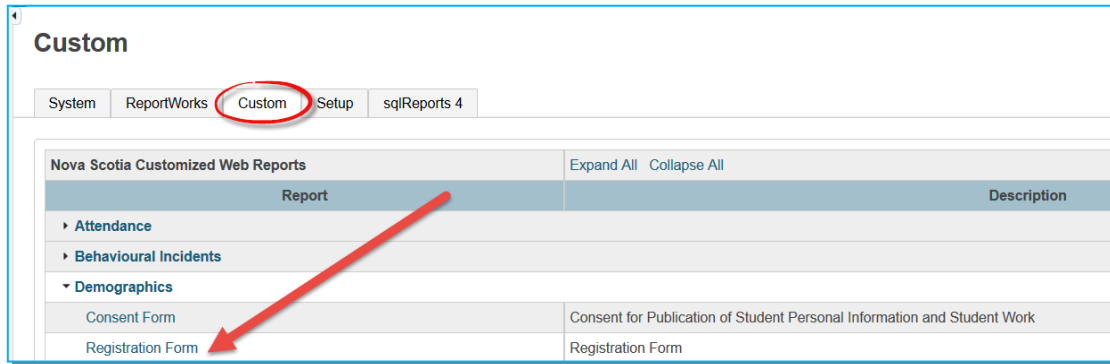


## Printing a Registration Form for an Individual Student

- Search for and select a student.
- From the **Main menu**, select **System Reports**, select the **Custom Tab**, under the section **Demographics**, select the **Registration Form**.



You will see the student you have selected, check to ensure this is correct.  
The Sort function will be used when printing a group of students.

- Click **Submit**.
- Use your Browser's print function to print the form.

## Printing a Registration Form for a Group of Students

- Search for and select the appropriate group of students. You may use the '**Select Students by Hand**' function to choose the necessary students.
- From the **Main menu**, select **System Reports**, select the **Custom Tab**, under the section **Demographics**, select the **Registration Form**.

The number of students you have selected is displayed, ensure this number is correct.  
You may use the **Sort** function to determine print order.

- Click **Submit**.
- Use your Browser's print function to print the form.