

## 1 PRINTING A REGISTRATION FORM FOR AN INDIVIDUAL STUDENT

- Search for and select a student.
- From the Start Page, select **Data and Reporting** from the left menu, then select **Custom Reports**.
- Click on the header **Demographics** to expand the section, then select the **Registration Form**.

### Custom Reports

Nova Scotia Customized Web Reports		Expand All	Collapse All
Report	Description		
▶ Attendance			
▶ Behavioural Incidents			
▼ Demographics			
Consent Form	Consent for Publication of Student Personal Information and Student Work		
<b>Registration Form</b>	Registration Form		
Self Identification Check	Self Identification Check		
Confirmation of Enrollment Letter	Confirmation of Student Enrollment Letter for Parent/guardian		
Technology Information	Technology Information Report for Students		
▶ Enrolment			

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.

## 2 PRINTING A REGISTRATION FORM FOR A GROUP OF STUDENTS

- Search for and select the appropriate group of students. You may use the '**Select by Hand**' function to choose the necessary students.
- From the Start Page, select **Data and Reporting** from the left menu, then click on **Custom Reports**.
- 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.