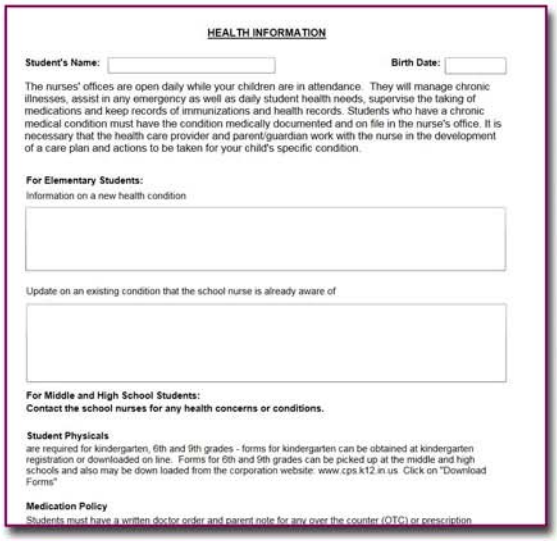
RDS Custom Forms

Regional Data Services' Custom Forms Software helps you eliminate paper by creating custom forms that can integrate with your software modules. Any form you create, can be viewed, filled out, and stored online with the use of the RDS Custom Forms. Certain forms will be interactive with your live data. This process will simplify any process that currently requires a form to be filled out.

For example, employees can enter their leave requests via their Employee Access account. Give your HR department a hand by allowing new hire forms to be filled out online. Let parents fill out forms from home!



HEALTH INFORMATION

Student's Name: Birth Date:

The nurses' offices are open daily while your children are in attendance. They will manage chronic illnesses, assist in any emergency as well as daily student health needs, supervise the taking of medications and keep records of immunizations and health records. Students who have a chronic medical condition must have the condition medically documented and on file in the nurse's office. It is necessary that the health care provider and parent/guardian work with the nurse in the development of a care plan and actions to be taken for your child's specific condition.

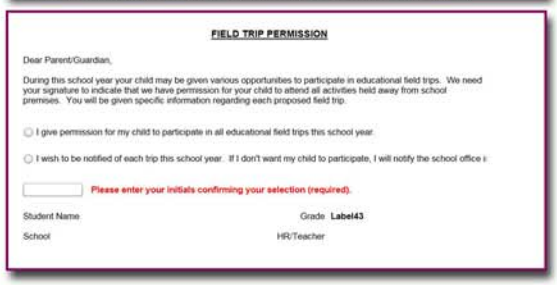
For Elementary Students:
Information on a new health condition

Update on an existing condition that the school nurse is already aware of

For Middle and High School Students:
Contact the school nurses for any health concerns or conditions.

Student Physicals
are required for kindergarten, 6th and 9th grades - forms for kindergarten can be obtained at kindergarten registration or downloaded on line. Forms for 6th and 9th grades can be picked up at the middle and high schools and also may be down loaded from the corporation website: www.cps.k12.in.us Click on "Download Forms"

Medication Policy
Students must have a written doctor order and parent note for any over the counter (OTC) or prescription



FIELD TRIP PERMISSION

Dear Parent/Guardian,

During this school year your child may be given various opportunities to participate in educational field trips. We need your signature to indicate that we have permission for your child to attend all activities held away from school premises. You will be given specific information regarding each proposed field trip.

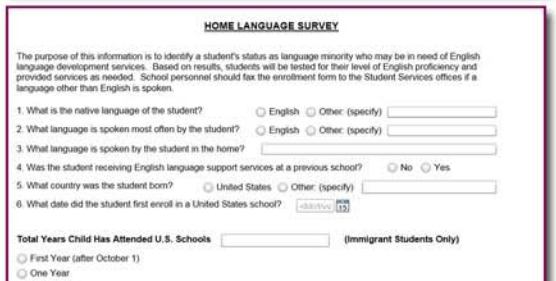
I give permission for my child to participate in all educational field trips this school year.

I wish to be notified of each trip this school year. If I don't want my child to participate, I will notify the school office i

Please enter your initials confirming your selection (required).

Student Name Grade Label43

School HR/Teacher



HOME LANGUAGE SURVEY

The purpose of this information is to identify a student's status as language minority who may be in need of English language development services. Based on results, students will be tested for their level of English proficiency and provided services as needed. School personnel should fax the enrollment form to the Student Services offices if a language other than English is spoken.

1. What is the native language of the student? English Other: (specify)
2. What language is spoken most often by the student? English Other: (specify)
3. What language is spoken by the student in the home?
4. Was the student receiving English language support services at a previous school? No Yes
5. What country was the student born? United States Other: (specify)
6. What date did the student first enroll in a United States school?

Total Years Child Has Attended U.S. Schools (Immigrant Students Only)

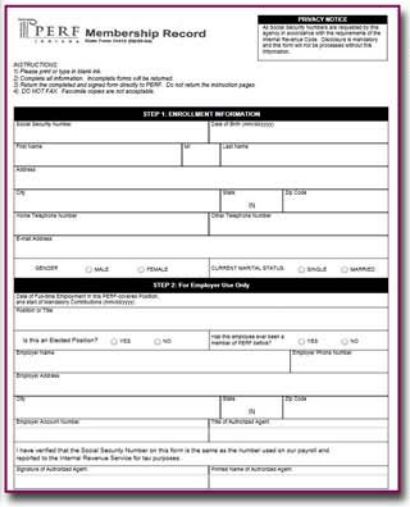
First Year (after October 1)
One Year
Two Years
Three Years or More

Please enter your initials confirming your selections (required).

Form W-4 (2011)

Personal Allowances Worksheet (Keep for your records.)

W-4 Employee's Withholding Allowance Certificate 2011

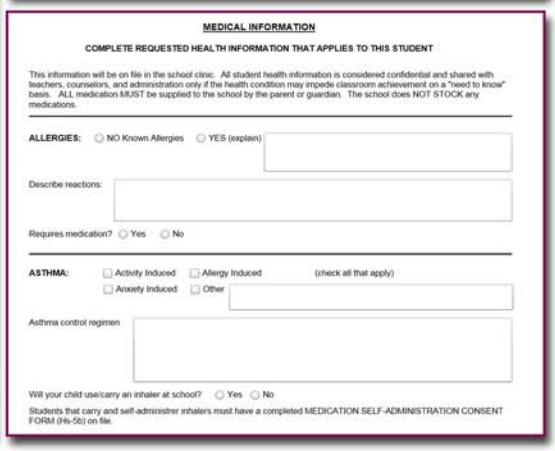


PERF Membership Record

PRIVACY NOTICE

STEP 1: ENROLLMENT INFORMATION

STEP 2: For Employer Use Only



MEDICAL INFORMATION

COMPLETE REQUESTED HEALTH INFORMATION THAT APPLIES TO THIS STUDENT

This information will be on file in the school clinic. All student health information is considered confidential and shared with teachers, counselors, and administration only if the health condition may impede classroom achievement on a "need to know" basis. ALL medication MUST be supplied to the school by the parent or guardian. The school does NOT STOCK any medications.

ALLERGIES: NO Known Allergies YES (explain)

Describe reactions:

Requires medication? Yes No

ASTHMA: Activity Induced Allergy Induced (check all that apply)
Anxiety Induced Other

Asthma control regimen

Will your child use/carry an inhaler at school? Yes No

Students that carry and self-administrer inhalers must have a completed MEDICATION SELF-ADMINISTRATION CONSENT FORM (Hs-5b) on file.

Features:

- Allows employees/students/parents to fill out forms via Employee Access/Parent Access, etc
- User will be notified that there is a form to fill out upon login
- View usage by unique users by date
- Administrators can review who has/hasn't filled out particular forms

Admin/Teacher/HR Advantages:

- Reduces printed paper, storage of forms and time spent filing
- Links any forms associated to an employee/student for easy lookup
- Reads data directly from existing iSeries payroll, personnel, contract, & student management system eliminating any data exporting
- All data is stored securely on the customer's existing iSeries & SQL Database
- Employees/students/parents can use existing logins to access new forms
- Forms are customizable by site
- Intuitive interface requires little or no training for employees
- Teachers and other Student Management staff can review stored forms in a secure environment

Employee/Student/Parent Advantages:

- 24-hour access to fill out forms
- View all forms in a centralized location (within each module)
- No need to contact a department to make personnel changes because employees can submit the change online
- PDF versions of all documents which can be printed, saved, or emailed

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RDS