SSS Reusable Parish Enrollment Template

Parish Setup Worksheet

Complete before customizing or publishing a local enrollment form

Use this internal worksheet to record the local values that replace the controlled placeholders and to choose the correct delivery variant. This page is not given to parents.

1. IDENTITY AND CONTACT DETAILS

School / Program Name

Parish Name

School Year

Public Contact Email

Public Contact Phone

Website

Policy / Handbook Reference

☐ Parish / school logo file selected and approved for use

2. CHOOSE THE PUBLISHED FORM VARIANT

☐ Core only - default

☐ Core + Household Address

☐ Core + Authorized Pickup

☐ Core + Address + Pickup

☐ Add Program-Specific module after local wording is finalized

3. LOCAL REVIEW DECISIONS

☐ Emergency contact remains optional

☐ Emergency contact will be made required locally

Photography/media channels to retain

☐ Printed materials ☐ Newsletter / email ☐ Website ☐ Official social media

Local notes / required adaptations

4. VERSION AND PUBLICATION RECORD

Local File Name

Local Version

Prepared / Reviewed By

Publication Date

☐ Fillable fields, radio buttons, checkboxes, saving, reopening, and printing tested

☐ All placeholders removed or replaced before publication

☐ Prior published version archived, if applicable