SSS Reusable Parish Enrollment Template

Online / Wix Implementation Plan

Companion to the v1.0 parish enrollment delivery package

Goal. Reproduce the approved enrollment data standard in Wix Forms without copying the PDF layout literally. Use one mobile-friendly scrolling form, native validation, conditional detail fields, and parish-selected optional modules.

1. CHOOSE THE PARISH CONFIGURATION BEFORE BUILDING

- Start with the Core form. Enable Household Address, Authorized Pickup, and/or Program-Specific Information only when the parish has identified a real operational need.
- Treat optional modules as parish-level setup choices, not questions every family must answer. Remove or hide unused modules before publication.
- Use the full school/program name at the form opening and confirmation points; shorter references may be used in repeated body copy.

2. MAP THE CORE FIELDS

Section	Fields	Wix control	Validation
Student	Full name; preferred name; DOB; grade; home parish	General text / date / dropdown	Name, DOB, grade required
Guardian 1	First/last; relationship; email; phone	Wix Contact fields + text	All required; make this the primary contact
Guardian 2	Name; relationship; email; phone	General fields	Optional; do not create second primary contact
Emergency	Name; relationship; phone	General fields	Optional unless parish policy requires otherwise
Health	Health Yes/No + details	Single choice + long text	Yes/No required; details conditional
Support	Support Yes/No + details	Single choice + long text	Yes/No required; details conditional
Media	Photo/media Yes/No	Single choice	Required; no preselected answer
Acknowledgements	Emergency response; policies	Checkboxes	Required; unchecked by default
Declaration	Guardian name + confirmation	Text + checkbox	Required; submission date automatic

3. CONFIGURE CONDITIONAL LOGIC AND OPTIONAL MODULES

- If Health = Yes, show health_details and require it. If Health = No, keep the details field hidden and non-required.
- If Support = Yes, show support_details and require it. If Support = No, keep the details field hidden and non-required.
- If Authorized Pickup is enabled, keep the authorized-person fields visible; use a Yes/No follow-up only for additional dismissal information, revealing its explanation box when Yes.
- Household Address is either included or omitted at parish setup. Program-Specific fields are customized before publication and should not contain unresolved bracketed labels.

4. VALIDATION AND SUBMISSION BEHAVIOUR

✓ Use native email, phone, date, choice, and checkbox field types.
✓ Require only the fields defined as required in the master enrollment standard.
✓ Do not preselect photography/media consent or acknowledgement controls.
✓ Keep Parent / Guardian 1 as the Wix contact identity, not the child.

✓ Use “Submit Enrollment” for the submit button.
✓ Show an “Enrollment Received” success message after submission.
✓ Send a short receipt to Guardian 1; do not echo health/support details in the email.
✓ Record the Wix form name/version and school year in the parish setup record.

5. PUBLICATION TEST

☐ All placeholders and local policy links resolved	☐ Receipt email reaches the entered address
☐ Core and optional modules match the parish setup worksheet	☐ Receipt contains no sensitive health/support responses
☐ Required fields block incomplete submissions	☐ Success message appears after submission
☐ Health = Yes reveals and requires details	☐ Desktop and mobile layouts are readable
☐ Health = No hides details and permits submission	☐ Tab/focus order is logical where supported
☐ Support logic passes the same Yes/No test	☐ One complete test enrollment is reviewed end-to-end
☐ Media Yes and No both submit successfully	☐ Test submissions are removed or clearly marked
☐ Guardian 1 contact and submission record are correct	☐ Published page/link is checked after final publish

6. RELEASE AND MAINTENANCE

- Use a clear Wix form name such as “[Parish Short Name] - Student Enrollment - 2026-2027.” Keep the school year separate from the SSS template/version number.
- When fields, consent wording, or optional modules change materially, record the new local revision and retest the full submission path before republishing.
- Archive the prior published specification or screenshots when replacing a live enrollment form; do not overwrite the SSS master standard.

Implementation principle. The online form and fillable PDF should collect the same core information, but each should use the interaction model best suited to its medium.