SSS Reusable Parish Enrollment Template

Parish Customization Guide

Use with the reusable enrollment template and optional modules

Purpose. Customize the template for local parish use without changing the core enrollment structure unnecessarily. Start with the two-page core form; add only modules your program actually needs.

1. REPLACE THE CONTROLLED PLACEHOLDERS

- Replace [SCHOOL / PROGRAM NAME], [PARISH NAME], [SCHOOL YEAR], and [PARISH / SCHOOL LOGO] throughout the form.
- Replace [CONTACT EMAIL], [CONTACT PHONE], and [WEBSITE] in the footer with current public contact details.
- Replace [POLICY / HANDBOOK REFERENCE] with the title or link reference families should use. If no policy resource is currently published, remove the reference line rather than leaving a placeholder.
- Review the photography wording and remove any communication channel your parish does not actually use (for example, social media).

2. SELECT OPTIONAL MODULES

- **Core form:** use by default. It is designed to be complete without any optional module.
- **Common variants:** choose Core + Address, Core + Pickup, or Core + Address + Pickup when those needs are already known. Prefer these preassembled files over manually merging pages.
- **Household Address:** add only when the parish has an identified administrative need to retain a home address.
- **Authorized Pickup:** add when children are formally dismissed or may leave with adults other than their parent/guardian.
- **Program-Specific Information:** add only for genuine operational items such as class session, language stream, or fee acknowledgement. Customize its bracketed field labels before combining it with a public form.

3. TEST THE FILLABLE FIELDS

✓ Type into every text field.	✓ Check multiline health/support fields for adequate space.
✓ Confirm required fields are clearly marked.	✓ Tab through fields in logical reading order.
✓ Verify Yes/No radio buttons allow only one choice.	✓ Save, close, reopen, and confirm entries remain.
✓ Confirm acknowledgement boxes can be selected.	✓ Print one blank and one completed test copy.

4. APPLY VERSION CONTROL

- Keep the SSS template version separate from the school year. Example: SSS Template v1.0 may be used for the 2026-2027 school year.
- For a parish-customized public file, use a clear filename such as Parish_Short_Name_Student_Enrollment_Form_2026-2027.pdf.
- When wording, fields, or modules change materially, increment the local version and archive the prior published copy. Do not overwrite the master SSS template.

5. PUBLICATION CHECK

☐ All placeholders replaced	☐ Radio buttons and checkboxes tested
☐ Correct logo and school year	☐ Saved PDF reopens with entries
☐ Contact details verified	☐ Blank and completed print tests reviewed
☐ Policy reference verified or removed	☐ No old-year wording remains
☐ Only needed optional modules included	☐ File name and version are correct
☐ Required fields reviewed	☐ Final PDF stored in the parish records system

Keep it lean. If a proposed field or module does not support a real enrollment, safety, communication, or program need, leave it out.