

The Top Digital Forms for Teachers

Digitally transform your classroom with mobile forms, digital data capture, and powerful reporting

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Digitally Transforming the Classroom

With digital teacher forms, gather student and classroom data in real-time – no paperwork required! Digital teacher forms allow educators and students to enter information into forms on phones and tablets. These digital forms can look exactly like your existing forms, making it easy to adhere to school or district guidelines.

Digitizing your forms for use on devices like tablets and computers eliminates manual tasks like printing, faxing, filing, and hand-delivery – resulting in significant time savings and streamlined form processing. Your digital forms can even be equipped with **Automatic Workflows** to trigger the completion of common tasks, like emailing completed documents to school administrators, uploading forms to connected systems, or updating databases with collected form data.

Digital forms also simplify communication between teachers, administrators, students, and parents/guardians. With instant access to completed forms (no matter your location) teachers and school admins can respond to pupil and parent needs in a more timely manner and leverage collected data for additional insight and context.

Ready to get started? Jumpstart your digital transformation by leveraging the most useful digital teacher forms, featured within this eBook.



The Permission Slip

Relying on students to deliver and return critical documents can be difficult. Paper forms are often lost in transit, damaged in backpacks, or completed incorrectly. With digital teacher forms, these challenges can be easily eliminated – drastically simplifying the collection of critical information and completion of tasks.

Digital Permission Slips empower teachers to rapidly distribute field trip details and collect parent or guardian consent, without needing to rely on students. With easy to use **Text** and **Number** fields, parents can easily enter their contact information, additional emergency contact information, as well as any allergies or health concerns.

KEY FEATURES

- Automated Workflows
- Signatures
- Date fields
- Public Forms
- Text fields
- Number fields

The screenshot shows a digital permission slip form on an iPad. The form is titled "Columbia School District Permission Slip" and is displayed on a screen with a status bar at the top showing "iPad", "6:54 AM", and "100%" battery. The form is divided into several sections:

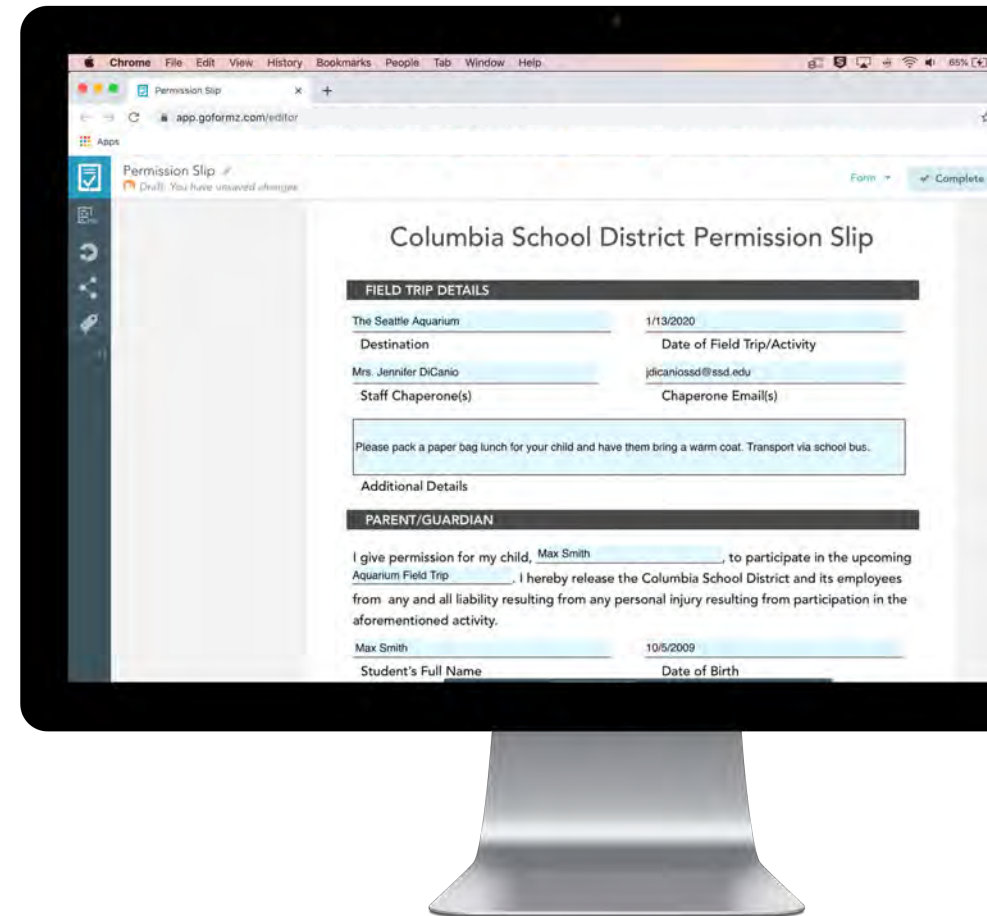
- FIELD TRIP DETAILS:** This section contains two columns of information. The first column lists "Cascade Children's Museum" as the destination, "Jennifer DiCano" as the staff chaperone, and "This will be a half-day trip to the Cascade Children's Museum to learn about careers in Science and Mathematics. Please pack your child a paperbag lunch, snacks will be provided. We will be taking the school bus." as the trip details. The second column lists "01/12/2020" as the date of the field trip, "jdicano@cstdstaff.com" as the chaperone's email, and "Additional Details" as a heading.
- PARENT/GUARDIAN:** This section contains a consent statement: "I give permission for my child, Amelia Johnston, to participate in the upcoming Children's Museum Trip. I hereby release the Columbia School District and its employees from any and all liability resulting from any personal injury resulting from participation in the aforementioned activity." Below this, there are two columns of information: "Amelia Anne Johnston" (Student's Full Name), "04/03/2009" (Date of Birth), "Bruce Johnston" (Parent/Guardian Name), "(425) 708-2038" (Parent/Guardian Cell #), "Summer Johnston" (Emergency Contact), and "(425) 933-2819" (Emergency Contact Cell #). There is also a field for "Tree nut allergy" under "Child allergies or health concerns".
- Signature and Date:** At the bottom, there is a signature field with a handwritten signature "Bruce Johnston" and a date field with "12/05/19".

At the bottom of the form, there are three buttons: "Form", "List", and "Complete".

Using the GoFormz **Public Forms** feature, a link to your digital Permission Slip can be emailed to parents, allowing them to digitally complete and sign directly from their computer or device (no GoFormz login required!). Once submitted, Permission Slips can be immediately viewed and processed – you can even monitor the number of Permission Slip submissions in real-time.

With **Conditional Logic**, when a parent selects a **Checkbox** signifying that they are interested in chaperoning, additional fields can be made **Visible** for their vehicle information, hours available, and more.

Once completed, a PDF copy of the digital Permission Slip can be instantly routed to the chaperone’s inbox, for future reference.



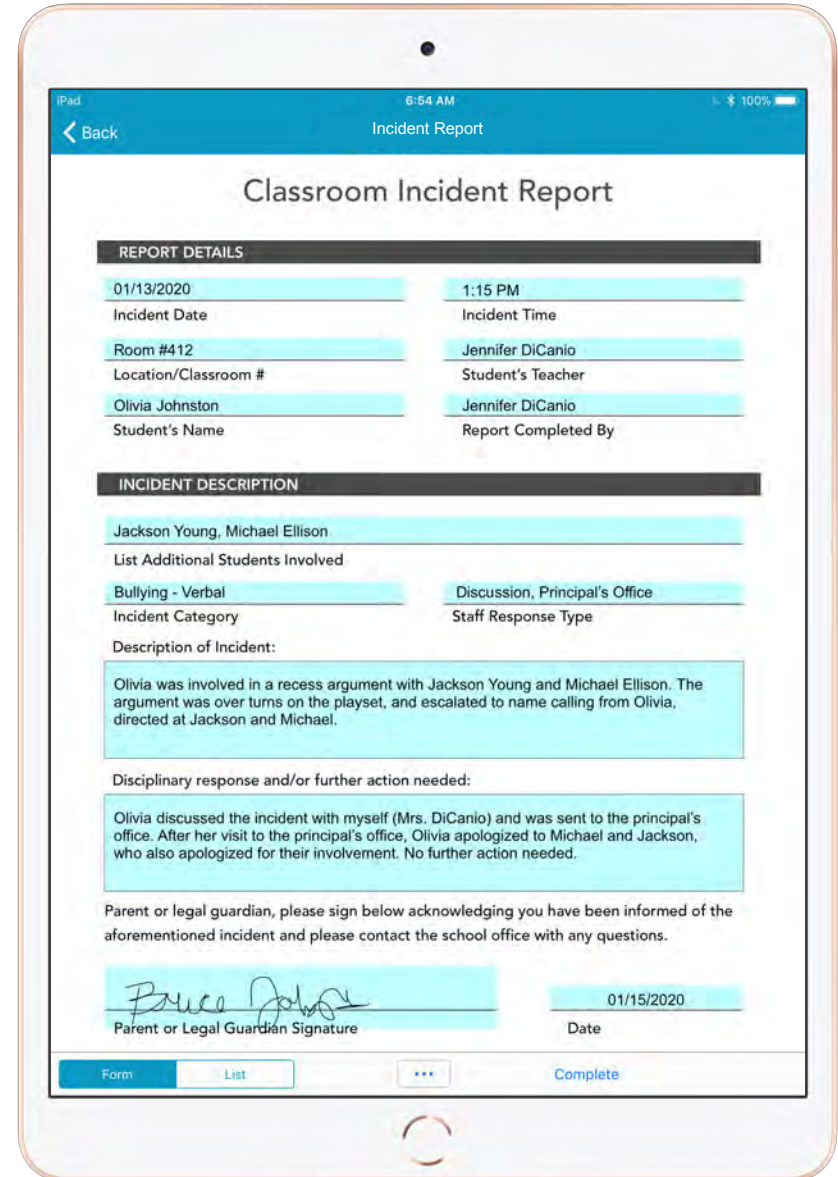
The Incident Report

With digital Incident Reports, teachers can easily enter a student's information, as well as critical incident details. Digital Incident Reports can be generated pre-filled with the current **Date** and **Time**. Once submitted, a copy of the completed form can be instantly routed to the principal as well as the student's parent/guardian. Incident Reports can even include **Image** fields, to capture any damage or other pertinent visual details.

With real-time access to incident data and custom reports, school staff can easily monitor classroom behavior trends and work with teachers to address obstacles.

KEY FEATURES

- *Date & Time fields*
- *Automated Emails*
- *Signatures*
- *Text fields*
- *Image fields*
- *Reporting*



iPad 6:54 AM 100%

Back Incident Report

Classroom Incident Report

REPORT DETAILS

01/13/2020 Incident Date	1:15 PM Incident Time
Room #412 Location/Classroom #	Jennifer DiCano Student's Teacher
Olivia Johnston Student's Name	Jennifer DiCano Report Completed By

INCIDENT DESCRIPTION

Jackson Young, Michael Ellison
List Additional Students Involved

Bullying - Verbal
Incident Category

Discussion, Principal's Office
Staff Response Type

Description of Incident:

Olivia was involved in a recess argument with Jackson Young and Michael Ellison. The argument was over turns on the playset, and escalated to name calling from Olivia, directed at Jackson and Michael.

Disciplinary response and/or further action needed:

Olivia discussed the incident with myself (Mrs. DiCano) and was sent to the principal's office. After her visit to the principal's office, Olivia apologized to Michael and Jackson, who also apologized for their involvement. No further action needed.

Parent or legal guardian, please sign below acknowledging you have been informed of the aforementioned incident and please contact the school office with any questions.

[Signature]
Parent or Legal Guardian Signature

01/15/2020
Date

Form List ... Complete

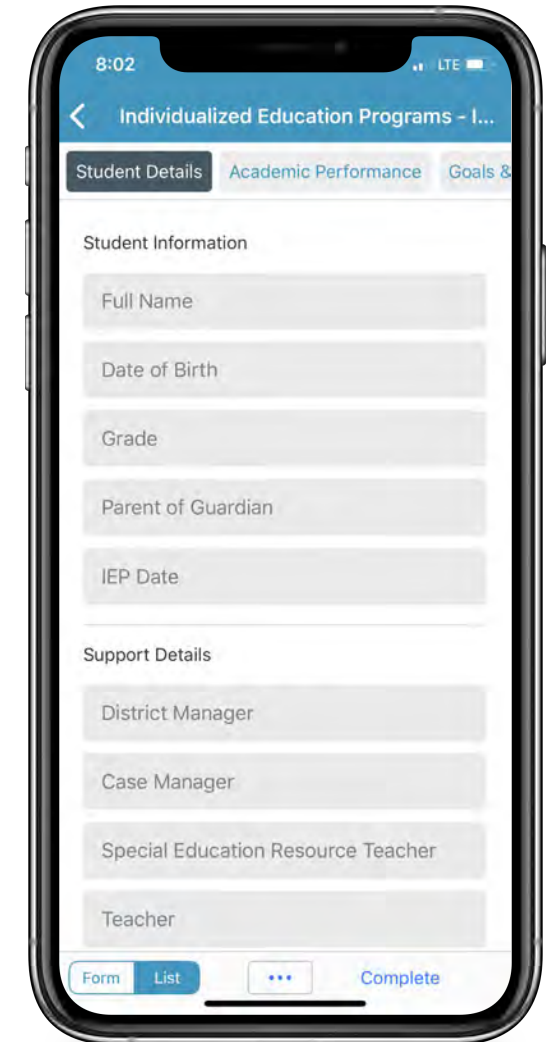
Individualized Education Programs (IEP)

Digital Individualized Education Program (IEP) forms allow for streamlined collaboration between educators, administration, and parent/guardians. IEPs outline a child's unique special education program designed to meet their specific needs, and detail their current educational performance, social skills and behavior, annual goals and progress, and necessary services.

Digital IEP forms can be equipped with **Signature** boxes, allowing educators and parents to easily certify their consent to plan details. Submitted IEP forms can even be automatically **Tagged** with a student's name, uploaded to other business applications (like Google Drive and Box), aggregated into reports, routed to parents or case managers, or used to update connected databases. Digital teacher forms can even be connected to analytics dashboards, allowing educators to monitor student progress in real-time.

KEY FEATURES

- *Automated Workflows*
- *Automated Emails*
- *Signatures*
- *Text fields*
- *Date fields*
- *Automated Tagging*



Student Surveys

Rapidly gather classroom feedback with digital Student Surveys. With fields like *Likert Scales*, students can easily provide precise responses regarding their classroom comfort, educational needs, and more. Student responses can be used to update spreadsheets, dashboards, and databases, allowing teachers and administrators to make informed decisions based on gathered feedback.

ProTip: Once completed, your digital Student Surveys can be instantly *Tagged* with a student's name, a teacher's name, and more, improving the organization and searchability of your records.

KEY FEATURES

- *Likert Scales*
- *Automated Tagging*
- *Signatures*
- *Text fields*
- *Date fields*

Classroom Experience Survey

STUDENT DETAILS

Annabelle Johnston Jennifer DiCario
 Full Name Teacher Name

Room #412 Language Arts
 Classroom # Subject

SURVEY

My teacher wants me to succeed Disagree Neutral Sometimes Strongly agree

Lessons in this class are engaging Disagree Neutral Sometimes Strongly agree

My teacher makes sure we understand lesson objectives Disagree Neutral Sometimes Strongly agree

My teacher recognizes hard work Disagree Neutral Sometimes Strongly agree

My teacher gives students multiple opportunities to succeed Disagree Neutral Sometimes Strongly agree

This classroom is a safe place Disagree Neutral Sometimes Strongly agree

My teacher gives students choices in our assignments Disagree Neutral Sometimes Strongly agree

My teacher explains things in different ways Disagree Neutral Sometimes Strongly agree

Annabelle Johnston
 Student signature

01/15/2020
 Date

Form List ... Complete

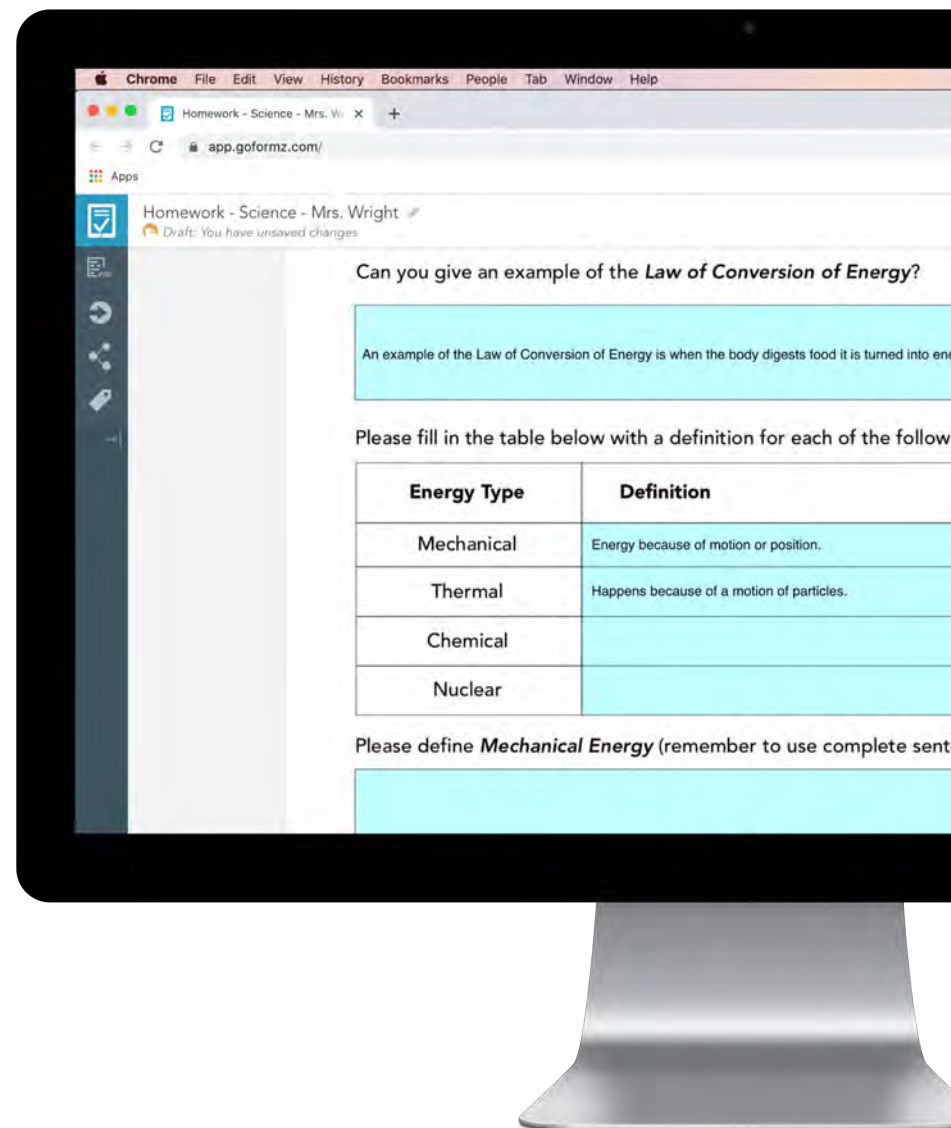
Homework

Share digital quizzes and assignments with students anywhere. Digital quizzes and homework assignments can host a variety of new data types, like *Images* and *Sketches*, allowing students to input visual examples and even their own creations.

Using *Conditional Logic*, your digital teacher forms can instantly tally a total score based on student answers – expediting quiz and homework processing. Once submitted, online quizzes and homework are instantly available for review and can be *Automatically Tagged* with a pupil or class name, for improved record-keeping and findability.

KEY FEATURES

- *Sketch fields*
- *Image fields*
- *Required fields*
- *Date fields*
- *Public Forms*
- *Automated Tagging*
- *Drop Down menus*
- *Checkbox Groups*



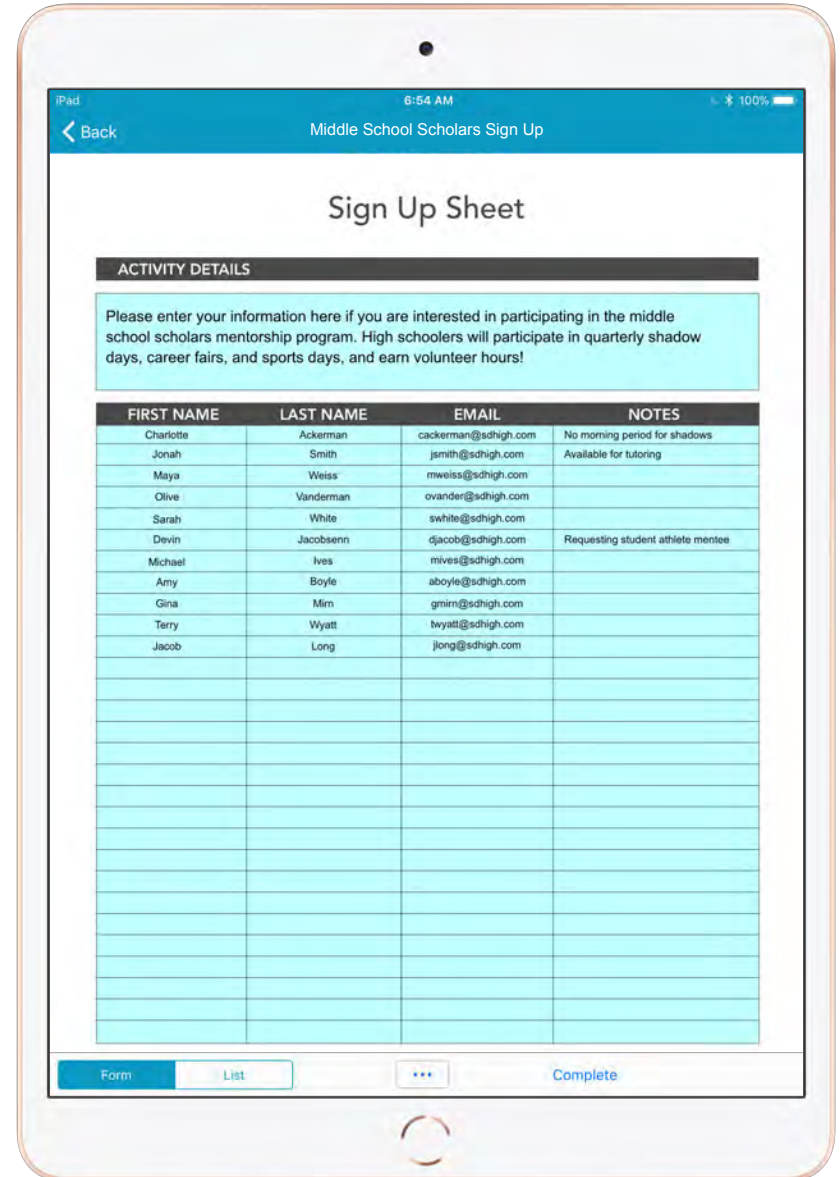
Sign Up Sheets

Simplify sign ups for extracurricular and other school activities with the digital Sign Up Sheet. Dynamically route completed Sign Up Sheets to the email address entered within the registrant's form, upload completed forms to connected business applications, and instantly **Tag** forms with a registrant's name.

Use the Public Forms feature to email links to Sign Up Sheets, and send them to parents and others prospective registrants.

KEY FEATURES

- *Text fields*
- *Date fields*
- *Table fields*
- *Public Forms*
- *Automated Tagging*
- *Automated Emails*



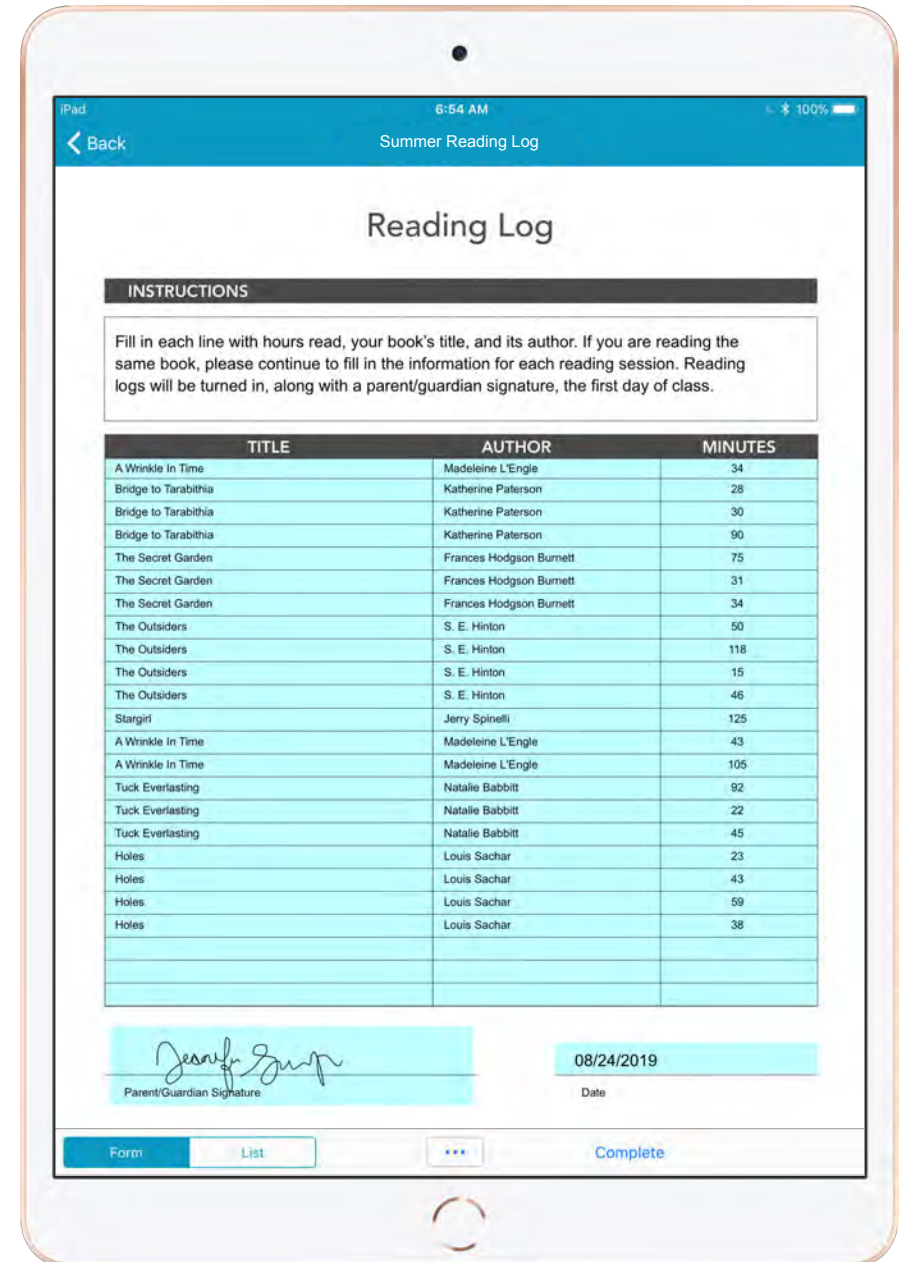
Reading Logs

With digital Reading Logs, students can effortlessly log their reading progress. Leveraging easy-to-customize **Table** fields, students can enter titles, authors, hours read, and more. Using **Text** fields, students can include book summaries and key themes. Finally, students can include parental confirmation that they completed their reading, via digital **Signatures**.

With **Automated Workflows**, completed Reading Logs can be instantly uploaded to connected applications, like Google Drive or Box, simplifying classroom record-keeping.

KEY FEATURES

- *Table fields*
- *Text fields*
- *Date fields*
- *Signature fields*
- *Automated Workflows*
- *Required fields*



Volunteer Logs

Effortlessly record student volunteer hours with the digital Volunteer Hours Log. Leveraging **Automatic Calculations**, entered volunteer hours are always accurate and instantly totalled. Using digital **Signatures**, volunteer supervisors and parents can authorize student logs, and receive an emailed copy upon completion. Your digital **Signatures** can even be made **Required**, ensuring critical authorizations are collected prior to completion.

Once submitted, digital Volunteer Logs can be **Automatically Tagged** with a student or organization's name, streamlining record-keeping.

KEY FEATURES

- Table fields
- Text fields
- Automatic Calculations
- Signature fields
- Automated Tagging
- Required fields

The screenshot shows the 'Volunteer Hours Log' app interface on an iPad. At the top, it displays 'iPad', '6:54 AM', and '100%' battery. The title bar is 'Volunteer Hours Log' with a back arrow. The main heading is 'Volunteer Hours'. Below it is an 'INSTRUCTIONS' section with text: 'Please enter your semester volunteer hours below, including the name/location of your work, type of work completed, and total time. Students must complete a minimum of 10 hours a semester - please contact your counselor with questions.' Below the instructions is a table with columns 'LOCATION', 'TYPE OF WORK', and 'MINUTES'. The table contains 12 rows of data. Below the table, it shows 'Total Volunteer Time' as '780 minutes (13 hours)'. Below that is a 'SUMMARY OF VOLUNTEER WORK' section with text: 'Helped sort, package, and deliver food bank donations to/from centers. Participated in the Kingston Retirement Center's holiday fair. Helped set up/tear down fun run booths and enrollement center.' Below the summary are two signature fields. The first is for 'Gemma Smith' with a date of '08/24/2019'. The second is for 'Joseph Zump' with a date of '08/24/2019'. At the bottom, there are buttons for 'Form', 'List', a menu icon (three dots), and 'Complete'.

LOCATION	TYPE OF WORK	MINUTES
Northwest Harvest	Food bank	60
Northwest Harvest	Food bank	60
Northwest Harvest	Food bank	60
Northwest Harvest	Food bank	60
Kingston Retirement Home	Senior center	120
Edmonds Elementary School	Fun run	180
Kingston Retirement Home	Senior center	30
Kingston Retirement Home	Senior center	30
Northwest Harvest	Food bank	60
Northwest Harvest	Food bank	60
Northwest Harvest	Food bank	60

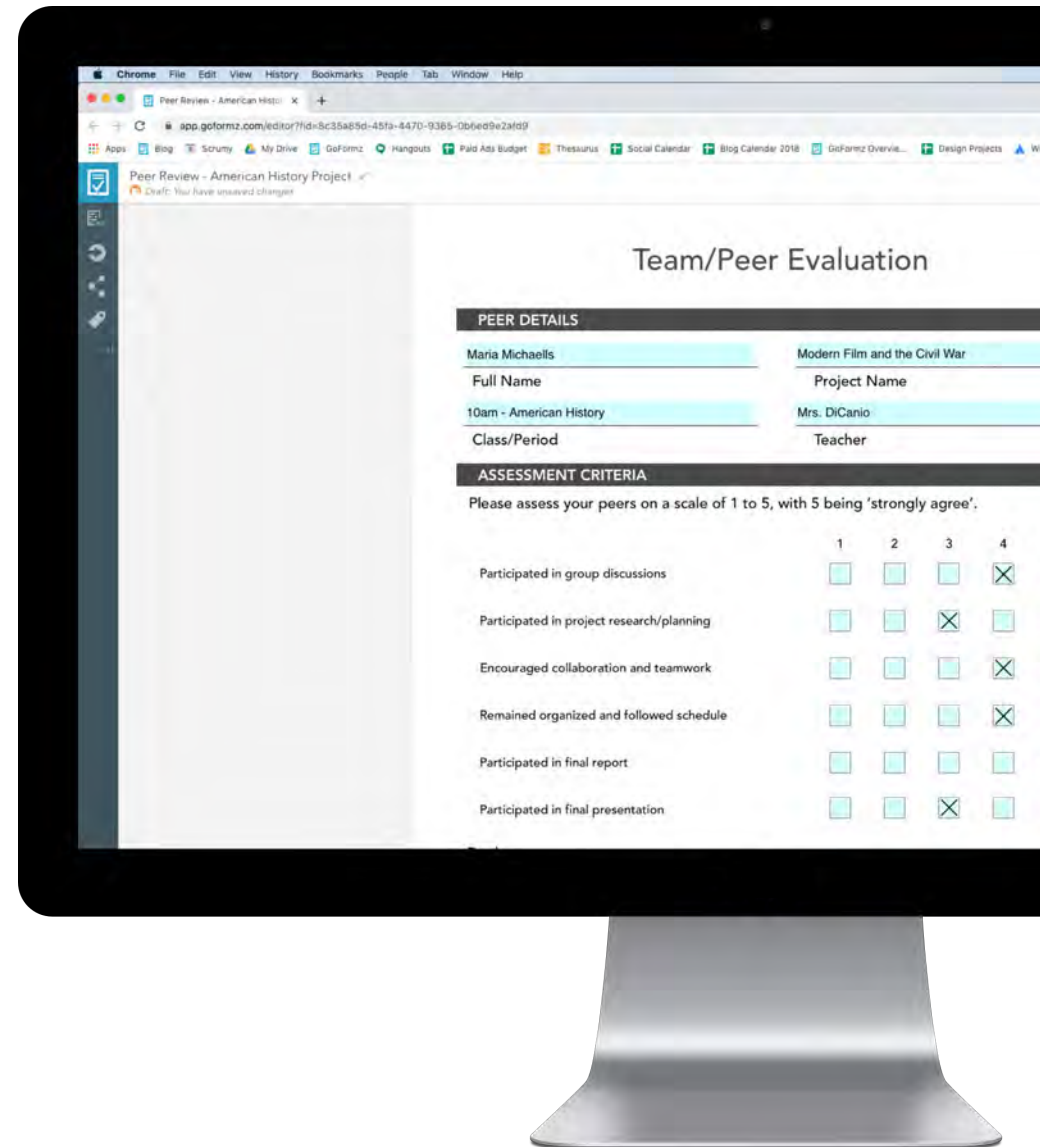
Peer Evaluations

Digital evaluations drastically simplify the completion of Self & Peer Assessments via dynamic, customizable fields, like the *Likert Scale*. Once completed, evaluations can be instantly saved to connected systems and databases for future reference and review, and used to address pupil needs.

ProTip: Include additional *Text* fields for students to leave further comments or concerns, and add context to their evaluation responses.

KEY FEATURES

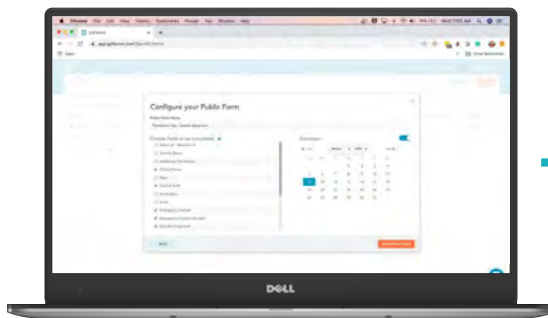
- *Likert Scale*
- *Text fields*
- *Date fields*
- *Signature fields*
- *Automated Workflows*



Share Fillable Forms With Anyone

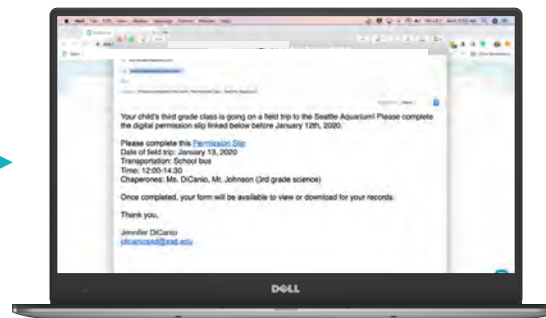
With the **Public Forms** feature, easily share links with students, parents, and volunteers, allowing them to enter signatures and data, and even complete mobile forms – no GoFormz account required!

Once a link to your **Public Form** has been distributed, recipients can load the digital form, enter data into the highlighted, editable fields of your choice, and hit 'complete' when ready. Your **Public Forms** can even be equipped with expiration dates, limiting access to shared forms to a specific period of time.



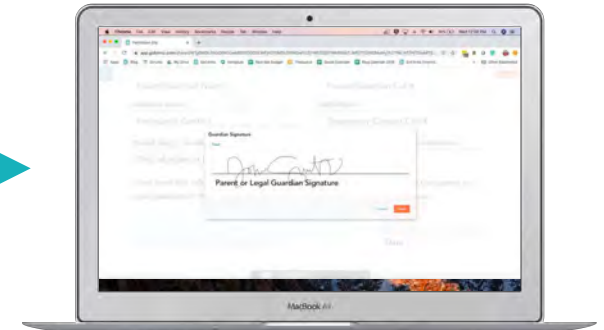
Configure your Public Form

Select which form fields to make editable and set an expiration date



Share your Public Form

Send a link to your Public Form to individuals outside of your account



Collect signatures, data & more

Recipients can input Signatures and data, and submit their form

The **Public Forms** feature drastically simplifies the collection of parent authorizations, student homework, volunteer registrations, and more. Rather than relying on students to hand deliver and complete critical documents – like Classroom Incident Reports, Permission Slips, and others – digital forms can be sent directly to a parent or student email, then instantly reviewed and processed upon completion.



Getting Started with GoFormz

- 1** Upload a PDF or JPG of your paper form to GoFormz
...or start from scratch using our 'List View' builder
- 2** Make it smart and dynamic in the GoFormz Template Editor
Add digital fields, simple logic, automatic events, and more
- 3** Fill out your digital forms using the GoFormz mobile app
Available on iOS, Android, and Windows
- 4** Share editable forms with users outside of your organization
Use Public Forms to share forms and collect data from anyone
- 5** Report on data in real-time, route data to other apps, and more

Thank you!

Sign up for a free trial of GoFormz at
www.goformz.com