

Manage Custom Forms on the PLP Documents Tool

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Tool Search: Documents

Custom Forms are editable PDF documents used to supplement documents linked to a person's record. They can be linked to a specific person and prepopulated with data on the person's Documents tool or accessed outside of the context of a person from the Blank Forms area on the [Forms](#) tool. Examples of custom forms include notices, consent forms, and service-specific eligibility forms. Lists of custom forms are available for many states in the [State Specific Information](#) area.

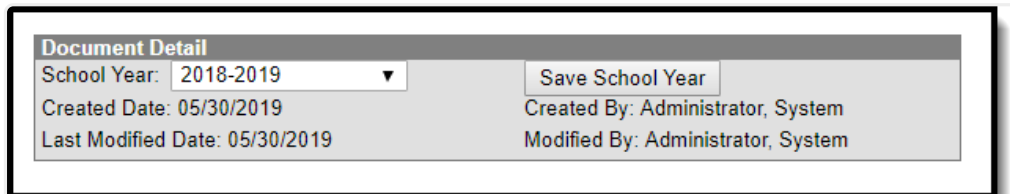
Blank Forms and Custom Forms with eSignatures cannot be created from this tool. Custom Forms with eSignatures can only be created on the [Forms](#) tool.

The content of existing custom forms associated with a person will not change when an Administrator changes Ad Hoc mappings on the form in System Administration. See the [Custom Forms](#) article for additional information.

Custom Forms Document Detail

When a Custom Form is created and saved for a person, the **Document Detail** that appears below the Document list includes a **School Year** field. This date defaults to the date the form was created and determines into which calendar the form will be organized. If the form needs to be organized into a different calendar, the School Year field can be used to move it to a different calendar.

Forms located in the forms folder are organized by the Year and then the Modified Date.



Document Detail	
School Year: 2018-2019	Save School Year
Created Date: 05/30/2019	Created By: Administrator, System
Last Modified Date: 05/30/2019	Modified By: Administrator, System

Image 1: Custom Forms Document Detail

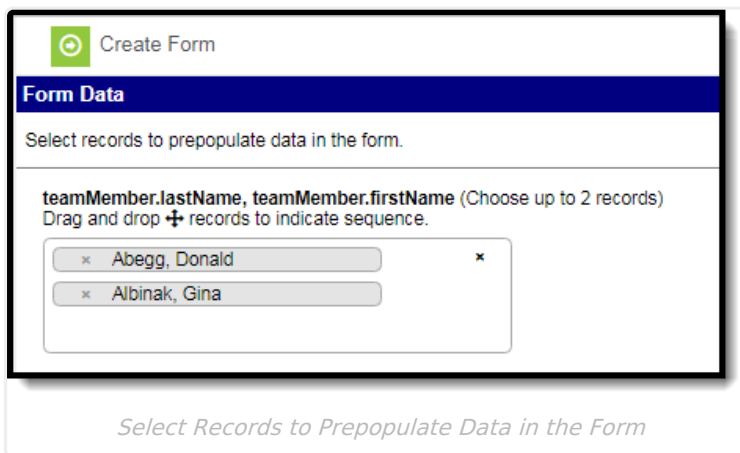
Select Prepopulation Data

When setting up a [Custom Form](#), form administrators have the option of mapping Ad hoc fields to editable fields in the form. These mapped fields populate based on the person's data to which the form is attached.

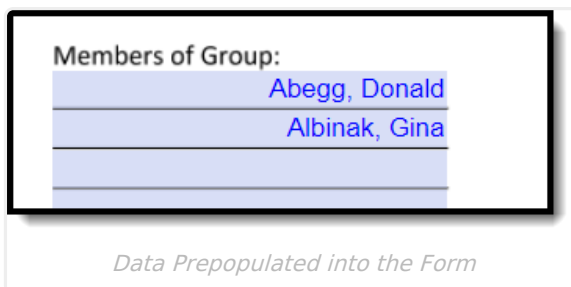
Forms may include multiple fields mapped to the same Ad hoc field, such as reporting a list of team members or behavior events. When the form is created in System Administration, Sequence values are selected for fields in a list. The user creating the form then indicates the order that records should populate in the form. This process is best illustrated with an example.

Team Members Example



An example form includes a list of a person's team members. When mapping Ad hoc fields to the form, the form administrator aligned TeamMember.lastName and TeamMember.firstName to two fields in a list, with Sequences of 1 and 2. When a user selects the form to add to a person, the first step is to select which records populate in these fields and in what order. Select records from the dropdown list and reorder them as desired by clicking and dragging records.



Click the **Create Form** button after all selections have been made. In the form, selected records display in the indicated order.



Complete Form

The **Name** and the **Instructions** display at the top of the form. A warning icon  displays in the upper right corner of the screen if there are any errors, such as missing required fields or overfilled fields. Click this button to navigate through the errors on the form. A checkmark icon  displays after all errors have been fixed.

A draft of the form can be saved with rule errors. However, a draft of the document will not save if there are overfilled fields.

The screenshot shows a web browser window with a custom form titled "Custom Form - 18-19 Military Connections Survey". The form includes an "Instructions" section, contact information for the "Office of School Administration", and a survey title. The main content area contains a paragraph of instructions, a deadline, and two radio button options. The second option is selected, and the form fields are populated with "Name: Ronald Atwood", "DOB: 03/31/1978", "Start Date of military service: 01/01/2018", and "End Date of military service:". Below this, there are two questions: "What is the current status for this service member?" with the answer "Active Duty, Deployed" and "What is the Branch of Service for this service member?" with the answer "Army National Guard". A large, faint watermark "EXAMPLE" is visible across the form. A red error icon is present in the top right corner of the form's content area.

Example of Custom Form with Errors

Print

When text entered in a multiline text field on a custom form goes beyond the capacity of space on the page, the overflow text displays on subsequent pages when the form is printed. The text on one page ends with the word **Continued** and a **Letter-Number** combination in parenthesis which indicates where the text is continued on another page. See the [Custom Forms](#) article for additional information concerning the overflow functionality.

For example, if a text field ends with "Continued A1," the text is continued on an overflow page labeled **Appendix A1** (see image 5 below). The ellipsis (...) under the Appendix label indicates the text is continued from a previous page.

Blowfish can range in size from 1-inch long (dwarf or pygmy puffer, *Carinotetraodon travancoricus*) to over 2 feet (giant puffer, or *Tetraodon mbu*). These fish do not have scales but instead have spines that are even more formidable after inflation.

Blowfish eyes move independently from one another. The fish have a prominent beak with four teeth that allow them to eat algae, crustaceans, mollusks and red worms. It is these teeth that give rise to the "Tetraodontidae" (continued A1)

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Kaiser, Branson L
Prior Written Notice
Appendix A, Page 1 of 1

Appendix A1

...

name: tetra (four) and dontinidae (teeth). Blowfish can range in size from 1-inch long (dwarf or pygmy puffer, *Carinotetraodon travancoricus*) to over 2 feet (giant puffer, or *Tetraodon mbu*). These fish do not have scales but instead have spines that are even more formidable after inflation.

Overflow Print Example

The maximum capacity for each overflow text field is 1 MB, with a maximum of 4 MB per form.

Overflow Setup

When creating the form in Adobe Acrobat Professional, the multiline option must be selected under Text Field Properties. The Overflow checkbox must also be marked in System Administration. See the [Custom Forms](#) documentation to learn about Custom Form setup.

Print Draft Custom Forms

A Draft watermark displays when printing Custom Forms in a draft status.

You are invited to attend a meeting to plan for 's education program. The meeting will be at (Student's Name)

on at Room Number - Building - Address

Time Date to meet.

Please allow for to meet.

The purpose of this meeting is:

The following persons are expected to attend:

Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A member of the IEP team may be excused from attendance at the meeting, in whole or in part, if the district and the parent(s) agree, in writing, that their attendance is not necessary because their area of the curriculum or related services is not being modified or discussed in the meeting. However, you and the district may excuse a member from attendance, in whole or in part, when their area of the curriculum or related services are involved, if: 1) you and the district agree, in writing, to the excusal, and 2) the excused member submits in writing to you and the rest of the IEP team input into the development of

Draft Custom Forms

