

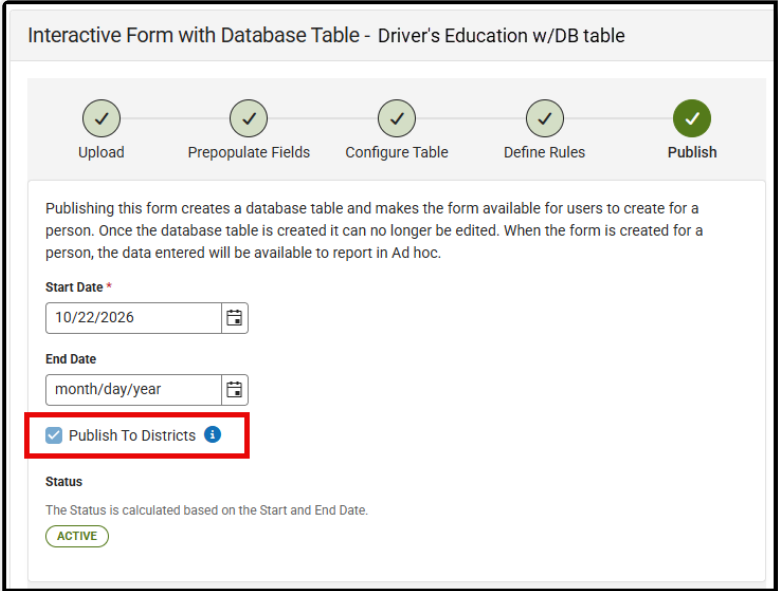
Publish Driver's Education custom forms to districts (Delaware State Edition)

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Path: Student Information > Custom Forms and Custom Modules > Custom Form Setup

State edition users can publish custom forms to district edition users. Interactive, Interactive Forms with Database Tables, and eSignature forms published from the state sync back to the state when saved and locked. Blank Forms can also be pushed down from the State.

This guide explains how Delaware state edition users can publish their Driver's Education custom module forms to their districts.



Interactive Form with Database Table - Driver's Education w/DB table

Upload Prepopulate Fields Configure Table Define Rules Publish

Publishing this form creates a database table and makes the form available for users to create for a person. Once the database table is created it can no longer be edited. When the form is created for a person, the data entered will be available to report in Ad hoc.

Start Date *
10/22/2026

End Date
month/day/year

☒ Publish To Districts

Status
The Status is calculated based on the Start and End Date.
ACTIVE

The Publish screen on the Custom Forms Setup tool.

Before you start

- Make sure you have a PDF file for the form saved to your computer before attempting to upload it into Campus. See the [Custom Form Creation](#) article for additional guidance.
- For interactive forms with database tables, the database table must be created first before state edition users can publish the form to districts. Users must create the form first, then go back into the form to publish it to districts. This process is detailed below.
- The Driver's Education custom module must exist at the State Edition. See the [Custom Module Setup](#) tool article for additional information.
- Administrators must have the **Publish to District** tool right to the [Custom Form Setup](#) tool to publish forms from the state to the district.
- Staff must have tool rights to the Driver's Education [custom module](#) and the module-specific [Forms tool rights](#).

Publish an interactive database table Driver's Education custom form from the state to the district

This guide does not go into detail about how to navigate through the entire custom form upload process. See the [Custom Form Setup](#) article for information about each step in the workflow, field descriptions, Ad hoc query information, and additional functionality.

1. Click **New** on the Custom Form Setup tool list screen. The **Custom Form Type** selection screen displays.
 - Shortcut: Click the down arrow on the **New** button and select the form type to skip the **Custom Form Type** selection screen and go directly to the **Upload** screen.
2. Select **Interactive Form with Database Table**, then click the **Next** button. The **Upload** screen displays.
3. Select the **Driver's Education** option from the **Module** dropdown. Fill out the remaining fields as desired and select the PDF file from your computer.
4. Navigate through the remaining steps to Prepopulate Fields, Configure Table, Define Rules, and Publish.
5. Click **Finish** when complete. You are automatically navigated back to the Custom Form Setup list screen.
6. Select the form you just created and navigate to the **Publish** screen.
7. Mark the **Publish to Districts** checkbox.
8. Click **Finish**.

Publish an interactive Driver's Education custom form from the state to the district

1. Click **New** on the **Custom Form Setup** tool list screen. The **Custom Form Type** selection screen displays.
 - Shortcut: Click the down arrow on the **New** button and select the form type to skip the **Custom Form Type** selection screen and go directly to the **Upload** screen.
2. Select **Interactive Form**, then click the **Next** button. The **Upload** screen displays.
3. Select the Driver's Education option from the **Module** dropdown. Fill out the remaining fields as desired and select the PDF file from your computer.
4. Navigate through the remaining steps to Prepopulate Fields, Define Rules, and Publish.
5. Mark the **Publish to District** checkbox on the **Publish** screen.
6. Click **Finish**.

Publish a blank Driver's Education custom form from the state to the district

1. Click **New** on the Custom Form Setup tool list screen. The **Custom Form Type** selection screen displays.
 - Shortcut: Click the down arrow on the **New** button and select the form type to skip the **Custom Form Type** selection screen and go directly to the **Upload** screen.
2. Select **Blank Form**, then click the **Next** button. The Upload screen displays.
3. Select the Driver's Education option from the **Module** dropdown. Fill out the remaining fields

as desired and select the PDF file from your computer.

4. Mark the **Publish to Districts** checkbox.
5. Click **Finish**.

Impact

The custom form is available at the district to assign to students. It may take a little while for the district to receive the form. When a future Start Date is entered, the form will be available at the district as of that day.

Delete or end-date a Driver's Education form

State edition-published custom forms can only be deleted at the state level when they have not yet been assigned to a student at the district level. When a state no longer wants a form to be available for the districts, enter an **End Date** to the form to make it inactive.

What's next

- Alert districts that the new form is available to assign to students.
 - Assign the Driver's Education forms to users from the [Forms](#) tool.
 - When a new version of the form is available, follow the steps from the [Version a custom form](#) article.
 - See the [Troubleshooting Custom Form Documents](#) article if you need help or run into errors.
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