Instructions for Online High School High Tech Enrollment Forms

Go to http://weblink.donorperfect.com/HSHTEnrollment to access the online enrollment form. Fields marked with an asterisk (*) are required, and the form cannot be submitted without this information.

Student Information

Record Type: This field defaults to Individual and cannot be changed. You may ignore this field. It is needed for The Able Trust database formatting.

Enrollment Date: Use the MM/DD/YYYY format to enter the student's enrollment date. If the date is not entered in this format, the form will not be accepted.

HSHT Site: Use the drop-down menu to select the student's HSHT site.

High School: Type in the name of the student's high school.

Grade: Use the drop-down menu to select the student's grade for the current school year.

Title: Please enter ONLY "Mr." or "Ms." so that data remains consistent in The Able Trust's database. Please do not use any other abbreviations. Please note: this field is limited to 3 characters, so "Mr." or "Ms." are the only two options to enter here.

Student First Name: Type in the student's first name.

Student Last Name: Type in the student's last name.

Salutation: Type in the student's salutation in this format: Title (from the field above) + student's last name, for example, "Mr. Smith" or "Ms. Jones". Please do NOT use any other format or abbreviation, so that data remains consistent in The Able Trust's database.

Address: Type in the student's street address (for example, "123 Main St.").

Address 2: Type in an apartment number or any other street address information that did not fit in Address.

City: Type in the student's city.

State/Province: Select the student's state from the drop-down menu.

Zip/Postal Code: Enter the student's zip code in a 5-digit format.

Home Phone: Type in the student's home phone number, if available (not a required field).

Email: Type the student's email address (not a required field).

Date of Birth: Type the student's birth date in this format: MM/DD/YYYY. The form will not be accepted if any other date format is used.

Gender: Select either Male or Female from the drop-menu.

Ethnicity: Select the student's ethnicity from the drop-down menu.

Adult/No Parent/Independent Youth: If this applies to the student, check the checkbox. If it doesn't apply to the student, leave the box blank.

HSHT Alumnus: If this applies to the student, check the checkbox. If it doesn't apply to the student, leave the box blank.

Parent/Guardian Information

Parent/ Guardian First Name: Type in the first name of the student's parent/guardian (not a required field).

Parent/Guardian Last Name: Type in the last name of the student's parent/guardian (not a required field).

Parent/Guardian Salutation: Type in the salutation for the student's parent/guardian, in the format of addressing a letter to the parent/guardian (for example, "Mr. Smith" or "Ms. Jones. Please do NOT use any other format or abbreviation, so that data remains consistent in The Able Trust's database. This is not a required field, but if a parent/guardian name was entered above, then please complete this field.

Parent/Guardian Phone: Type in the parent/guardian's phone number, if available. This field is not required.

Parent/Guardian Email: Type in the parent/guardian's email address, if available. This field is not required.

Student Disability and Career Information

HSHT Diploma Track: Select the student's diploma track from the drop-down menu.

Post-Secondary Education/Transition Plan: Select the student's post-secondary/transition plan from the drop-down menu.

Notes: If you selected "Other" from the Post-Secondary Education/Transition Plan drop-menu, please explain in this text box.

HSHT Career Interest: Select the student's career interest from the drop-down menu.

Employment Status: Select the student's employment status from the drop-down menu.

Student Disability: Select the student's disability from the drop-down menu.

Miscellaneous Information

Signed media release: If you have received a signed media release for this student, check the box. If you have not, leave the box blank.

Student has received enrollment packet: If the student has received an enrollment packet, check the box. If the student has not received an enrollment packet, leave the box blank.

Student is recipient of: If the student is a recipient of any of the services in the drop-down menu, please select that service from the menu. If the student is not a recipient of any of the services, leave all of these drop-down menus blank. If the student is a recipient of more than one service, select one service from the first drop-down menu, the second service from the second drop-down menu, and if necessary, a third service from the third drop-down menu.

When the form is completed, click "Next" at the bottom of the page.

On the next page, review the information you have entered. If you need to make edits, click "Back" to return to the form to make changes. If all of the information is correct, click "Submit".

If you have another form to submit, you may click the link on the confirmation page to return to a blank form.

Thank you!