

Creation of a Form-fillable document

After downloading the form, you may edit it to customize it for your school's use.

After all changes have been made, the document needs to be protected to activate the fillable fields. Follow the steps below to protect the document in Microsoft Word 2010.

1. Click on "Restrict Editing"

2. Click on the "Review" tab

3. Click here to Protect document

The screenshot shows the Microsoft Word 2010 interface. The 'Review' tab is selected in the ribbon. The 'Restrict Editing' task pane is open on the right side. The document content includes the title 'School Conduct Report' and a form with fields for 'Victim Type*' and a list of options: 'Commit felony', 'C0130 0782 Unlawful Imprisonment 1st', and 'C0131 0783 Kidnapping 2nd'. The 'Yes, Start Enforcing Protection' button is highlighted in the task pane.

You may choose to use a password to protect the document or leave the password fields blank.

Once the document is protected, the checkboxes and blank spaces next to data fields become fillable.

Questions? Contact:

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