

# Completing Forms Electronically

1. To view, print, or complete this form on a personal computer you must have an updated version of Adobe Acrobat Reader. Acrobat Reader must also be the default application to open/read PDF files. There are several third party applications that will allow viewing and printing of this document. None of them, however, will allow access the interactive components of the form (saving, resetting the fields, email transmission, etc.).

***To download the latest version of Adobe Acrobat Reader specific to your computer and operating system, click here.***

***Please note that you may need to contact your Technical Support team to complete the Adobe update. School districts impose varying regulations on computer updates.***

2. Open the form and place your mouse/cursor over each of the boxes and type in the appropriate information. You may also use the tab key to advance to the next box. Certain areas of the form contain check boxes or buttons. Simply click your mouse in the box/button you wish to choose. If you wish to clear the form and start over, select the "FORMS" menu in the top bar and select "CLEAR FORM."
3. When you have finished completing the form, save the document using the "SAVE AS" command under the "FILE" menu. Be sure to type in a unique name specific to the document you just completed as this will distinguish the original (blank) form from the completed version.
4. Once the new document has been saved, you may print as necessary, sign and date where indicated, and return to the appropriate office OR email the form using the email address provided at the bottom of the application.