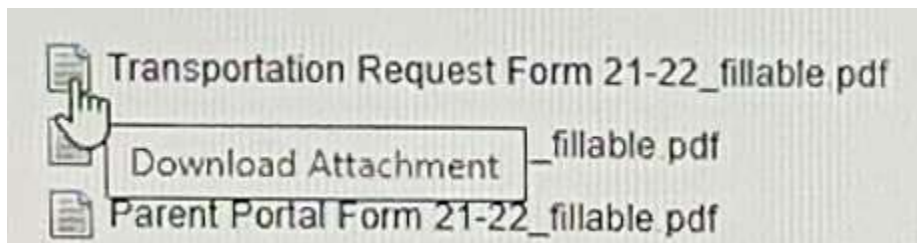



Instructions for downloading and filling in a form

Please review the following instructions for successfully completing a fillable PDF form.

1. On the Online Pre-Registration Screen, scroll down to find the required forms to download. Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.
2. To save a form to your computer, left click on the Page icon to the left of the file name to download the form (see picture below).



3. Download all the forms to a location on your computer (for example to the Documents folder). Rename all the forms by putting your child's name first followed by the original form name. For example: A student named John Smith would have a Transportation Request Form (see picture above) with the filename John Smith Transportation Request Form 21-22_fillable.pdf. This will allow us to have easily identifiable and uniform filenames.
4. Please be sure that you have Adobe Acrobat Reader (or Pro) on your computer so that you can sign the documents. You can download Adobe Acrobat Reader for free. The website link is <https://get.adobe.com/reader/>.
5. Open a form to complete.
To make form fields easier to identify, click the **Highlight Existing Fields** button  on the document message bar. Form fields appear with a colored background (light blue by default), and all required form fields are outlined in another color (red by default).
6. When you place your cursor in an input field, a box appear with the name of what should be entered and the entry format, if any. Click in an input field and type your text. If you run out of room on a line and there is another input field below to continue, press the Tab and continue entering your text. For check boxes, click in the box with your mouse or use the space bar to turn the check box on or off. Press Tab to move forward to the next input field or Shift+Tab to move backward to the previous input field.
7. Sign the form (if required). Click in the signature box to sign the form. The first time you sign a form, you'll need to create a digital ID, if you haven't previously created one.
8. Some forms are two sided. The number of pages is located in the upper left side of the Tool bar. Please make sure that both sides have been completed.
9. Click on the Save icon from the menu bar to save your work. You can re-open the form and edit your entries as often as needed before submitting with your registration.