



## Online Form Instructions

Thank you for using the online enrollment form. The document is conveniently located with other important forms on the school website at <http://anchorage-school.org/welcome/school-forms/> and is titled, "Enrollment Form." The following steps are your guide to completing and returning your child's information to the school Records Office.

### Procedure Summary

1. Update your computer's Acrobat Reader to the latest version.
2. Download and complete the Enrollment Form.
3. Email or deliver the printed form to the Records Office.

### Updating Acrobat Reader: Do This First

In order to complete the Enrollment Form online, parents will need to use the latest version of Acrobat Reader. This is a free download, located at <http://www.adobe.com> and works with Microsoft Windows and Macintosh. Look for the link to Acrobat Reader located in the lower right side of the adobe.com site and follow the installation instructions. *(Notice that the page with the installer might offer a free download for a security or antivirus software package from McAfee or Norton. As the offered product is not needed to work with the Enrollment Form, we suggest deselecting checkboxes associated with security/antivirus offers.)*

After installing Acrobat Reader, please exit all the applications you are using, including any browsers which might be running, as well as the Acrobat Reader software. In other words, close all your programs.

### Using the Enrollment Form

The latest version of Acrobat Reader allows users to fill-in forms online, print them, save them, and even email them. This is a much easier process than handwriting responses to enrollment forms for each child. For example, families enrolling more than one child need only complete a single form, then print or email it to the school. For additional children, much of the information will be the same. Instead of starting from scratch with a new form, the same form which was just completed can be used. Parents only need to update the next child's unique information such as name, birthday, etc., then print or email the file. This process can be repeated for each child.

## Download the Enrollment Form

Go to the Internet and locate the Enrollment Form. Save it to your computer's desktop. This procedure will vary slightly from one computer to another, but the following steps should generalize to most:

1. Go to <http://anchorage-school.org/welcome/school-forms/>
2. Right click on the link for the Enrollment Form.
3. Select "Save Target As" or "Save Link As"
4. To save the file to the desktop, click the "Desktop" icon.  
*If you prefer to save the file elsewhere, feel free to do so.*  
*The important thing is being able to find the file after you save it.*  
*Note: Chromebook users can save the file to their Google Drive.*
5. The file is named "Enrollment-Form2.pdf".  
Change the name to something more meaningful.  
*We suggest using your child's name and "Enrollment". For example, instead of "Enrollment-Form.pdf", change the name to "Sarah Enrollment". It's okay to leave off the ".pdf".*
6. Click the "Save" or "OK" button.
7. Close/Quit/Exit out of the browser—you won't need it.

## Open the Form & Begin Entering Data

*To provide access to the enhanced online features of the Enrollment Form, the latest version of Acrobat Reader is required. Without the latest version, users may not be able to complete the entire document online, use drop-down menus, add signatures, save, print, or email the form. Macintosh users especially are encouraged to use Acrobat Reader instead of the standard Mac PDF Viewer. Chromebook users will need to print the completed form, then sign the printed document in the appropriate locations.*

Begin entering information by locating the Enrollment Form you saved to the desktop. Windows users will be able to double-click on the icon to launch the Enrollment Form within Acrobat Reader. *Because of the complexity of the document, the Form may initially load slowly.* Macintosh users may first need to launch Acrobat Reader, then File >> Open and locate the enrollment form, else the default PDF viewer may open the file. Chromebook users can open the form from their Google Drive.

The Enrollment Form consists of a series of purple fill-in-the-blank fields and check-boxes. Click in the first field (Student's Last Name) and begin entering your child's information. Use the tab key to move between fields. Clicking with the mouse will also move the insertion point from one field to the next. **Please note that all check boxes require the use of the mouse.** If the form is small or difficult to read on your screen, use the zoom features located at the top of the screen in the middle (look for percentage zooms).

## Signatures

The Enrollment Form is a compilation of several previous policies and forms which have been reduced, simplified, and merged into a single document. As a result, parent/guardians will be asked for their signature in several locations throughout the form. The latest version of Adobe Reader will allow most users to add their signature directly from the computer. **However, parents and guardians are reminded that if their software does not provide for the inclusion of a signature, the form must be printed and delivered to the school Records Office in lieu of sending the document via email.** The only way to know if your computer can be used to generate the signature is to try it. Following are the steps for adding signatures.

1. When reaching a location requiring a Parent/Guardian signature, look to the upper right-hand corner of the screen for the SIGN button. If you don't see it, go to the View Menu and select, "Sign."
2. Below the SIGN button, click "I Need to Sign" to display a drop down menu of options. Clicking this button shows and hides options such as "Add Text," "Add Checkmark," etc. You'll need to see those options.
3. Within the list of options, click the down-arrow located to the right of "Place Signature."
4. Select "Change Saved Signature"
5. Click "Type my signature"
6. Look for the field named, "Enter Your Name" located below the round option buttons. Click in that field and type your name.
7. Click the "Accept" button located below your signature.
8. Click on the Enrollment form wherever you need the signature. If you need to move the signature, click and drag it.
9. To insert additional signatures, simply click the Place Signature *button (not the down arrow this time)* and click wherever the signature is needed.

## When the Form Has Been Completed: Save, Print, Send

After completing the Enrollment Form and placing the parent/guardian signatures in the appropriate locations, it's time to save, print, and email the document. **If you were unable to enter your signature, you will need to save and print the document, then deliver it to the school Records Office.**

To save the form, go to the File Menu and select "Save." Before entering data for a second child, return to the File Menu and select "Print," then proceed to print a copy of the completed form for your records. Parents are encouraged to keep both a saved and printed copy of the Enrollment Form. If you were able to enter your signature on the computer, you may return to the File Menu and select "Send File" to email the Enrollment Form to [enroll@anchorage.kyschools.us](mailto:enroll@anchorage.kyschools.us) . As email software and options vary greatly, please follow the on-screen instructions specific to your email configurations. If there is any doubt regarding how to proceed with the email process, you can always deliver a printed copy to the school Records Office.

## Enrolling Additional Children

After saving, printing, and emailing the Enrollment Form for the first child entered, the process can be repeated for the remaining children in the household without needing to reenter the entire document from scratch. Following are the recommended steps:

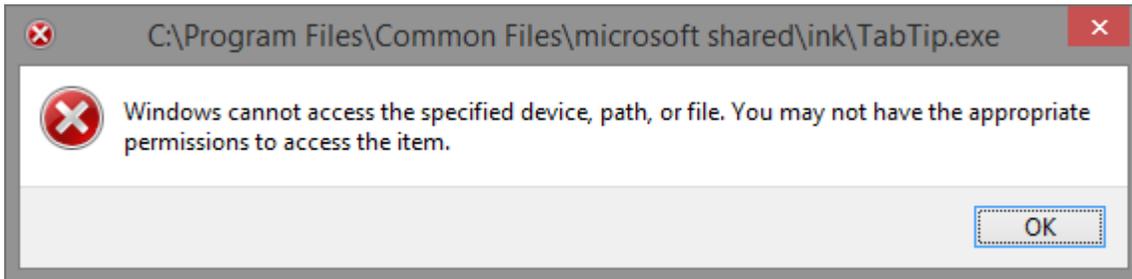
1. With the first child's Enrollment Form open, go to the File Menu and select "Save As." Rename the file by replacing the first child's name with the next child being enrolled.
2. Click "Save" or "Okay."
3. Return to the beginning of the document and review/edit the entire form, replacing information specific to the first child with data on the second. Please pay special attention to the Student Information and Medical History sections as those can be easily confused when moving from one child to the next.
4. When the form has been updated for the second child, repeat the Save, Print, Send process described in the previous section.
5. Repeat steps 1-4 for each child being enrolled.

## Troubleshooting

If you experience difficulty completing the online form, please verify that you went to <http://www.adobe.com> and downloaded/installed the latest version of Acrobat Reader.

### Tab Tip Error

Some Windows 8 users have reported the following error when tabbing from one field to the next.



If you experience this error, the solution is to deactivate the Toggle Touch Mode of Acrobat Reader. To deactivate this mode, look for the icon shown to the right of this paragraph. It is located on the upper right side of your screen. Click it and retry tabbing in the form.



While we hope the online experience will simplify the process of enrolling your children at Anchorage School, the reality is that many variables exist between browsers, PDF readers, and operating systems. We have endeavored to make the Enrollment Form serviceable for the majority of users, but unpredictable scenarios may result in a limited set of features on some computers. For those users experiencing difficulty completing the form, we encourage you to print the document if possible and complete it manually, or welcome you to stop by the school and complete the Enrollment Form on-site. We want to make enrolling at Anchorage Public School easy for all our Anchorage families.