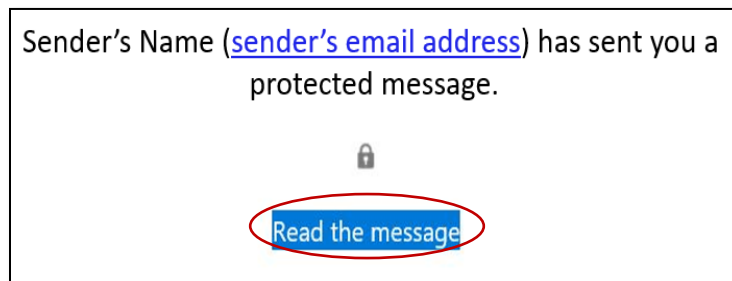


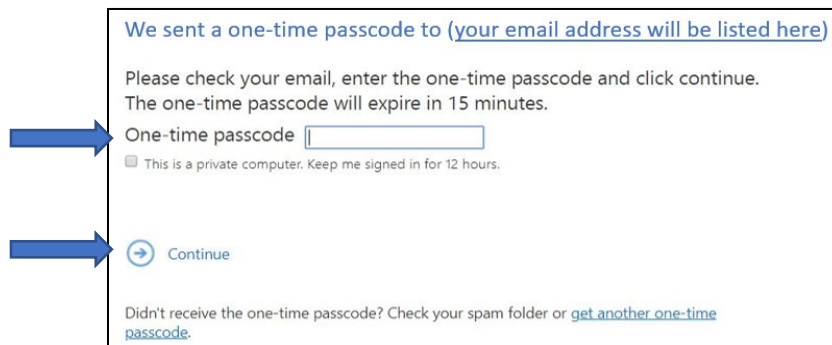
## How to Access, Sign, and Return PDF Documents Requiring Your Signature

If you do not have Adobe Acrobat Reader, you will need to download the free Adobe Reader at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html?promoid=C4SZ2XDR&mv=other>. Once this window opens, select "Download Reader" which will take you to another screen where you will select "Download Acrobat Reader." Once this has downloaded, click the installer and follow the directions.

1. Documents requiring your signature will be e-mailed to you by your child's school using Microsoft Office 365 encryption in order to keep your child's personal information secure/private.
2. When you receive an encrypted e-mail it will look similar to the example below. Click on "Read the message."




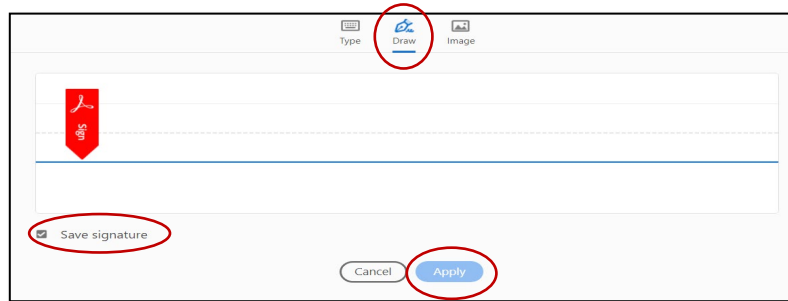
3. You will now see another screen asking you to sign in to view the message. Click on "**Sign in with a One-time passcode.**"
4. Your web browser will open and you will see the screen below.
  - **Do not close this window.**
  - Go back into your e-mail and look for an e-mail from "Microsoft Office 365 Message Encryption." This e-mail will have your one-time passcode.
  - Type the passcode you received in the required box and click continue.




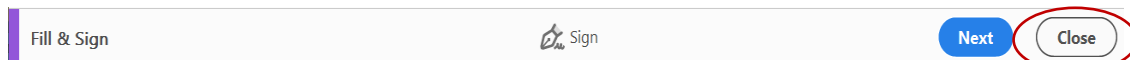
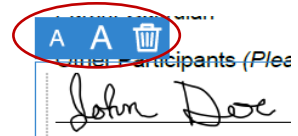
5. The e-mail message will now open in the web browser.
  - Download the attached document(s) to your computer.
  - DO NOT close this e-mail message as you will need it in order to return your signed document(s) securely.

Using a tablet or touchscreen computer/laptop generates the best result for the steps below. If you don't have a touchscreen device, you can try using your mouse to write your initials and sign your name.

6. Open the PDF document or form that you want to sign.
  - If the document does not open in Adobe Acrobat Reader:
    - Close the document
    - Right click on the document and select "open with" and choose Adobe Acrobat Reader and the document will open
7. Click the **Sign** icon  in the toolbar, and choose "Add Signature" (If you have already added your signature, it is displayed as option to choose from.)
8. If you are signing for the first time, you see the Signature panel.
9. Click "Draw".
10. Draw your signature in the field. If you want to re-do your signature, click on "Clear".
11. **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.
12. Click **Apply**, and then click on the place in the PDF where you want to place the signature.




13. After placing the signature, click somewhere else on the document.
14. To move the placed signature, click the signature and drag it to the correct location. You can also use the arrow keys to move your signature around.
  - To resize or delete your signature, use the options in field toolbar (small A to make your signature smaller or the larger A to make your signature larger).
  - If you want to delete your signature on the document, simply click on the signature, and click the trash icon.
15. To sign a document in more than one place, click the **Sign** icon  in the toolbar, and select your saved signature and drag it to the location that requires your signature. Repeat this step to place your signature in all required places.
16. When you have finished placing your signature in all places, click the "Close" button.

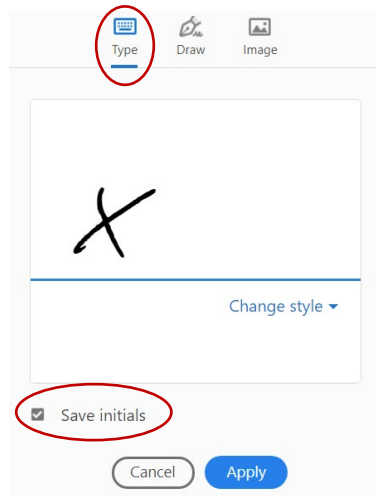



17. Be sure to save the document by clicking the  icon in the toolbar when you are finished.
  - **If you need to complete any checkboxes in the document, follow the steps under "How to Complete Checkboxes in PDF Documents Using Adobe Acrobat Reader" on the next page before continuing with #18 below.**

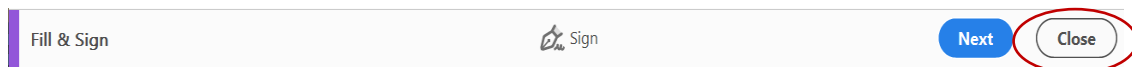
18. Once you have finished signing and completing any checkboxes, be sure the document is saved and close it.
19. Go back to the e-mail (#5 above) and select "Reply."
20. Attached the signed document(s) and click "Send."


## How to Complete Checkboxes in PDF Documents Using Adobe Acrobat Reader

1. Click the **Sign** icon  in the toolbar, and this time choose "Add Initials" to bring up the Initials panel.
2. Click "Type" and type an "X" and select Save initials.
3. Click **Apply**, and then click the place in the PDF document where you want to place the "X".



4. After placing the "X", click somewhere else on the document.
6. To move the placed "X", click on it and drag it to the correct location. You can also use the arrow keys to move the "X" around.
  - To resize or delete, use the options in field toolbar (small A to make it smaller or the larger A to make it larger).
  - If you want to delete an "X", simply click on it and click the trash icon.
7. To place an "X" in more than one place, click the **Sign** icon  in the toolbar, and select the saved "X" and drag it to the location that requires your signature.
8. When you have finished placing your signature in all places, click the "Close" button.



9. Be sure to save the document by clicking the  icon in the toolbar when you are finished.
10. Follow steps #18 through #20 above to return the documents to the school.