

## GCSSK12 Fillable Form Editing & Saving Instructions

**Step 1:** Click on the form you want to edit and fill in the appropriate information on the form & click on on the printer icon in the top right corner when you are ready to save a copy of your completed form

The screenshot shows the 'Pre-K Registration Form' with the following sections and annotations:

- Header:** 'Pre-K Registration Form School Year' with a dropdown menu set to '2020'. A box labeled 'Please write the school year in the box' points to the dropdown.
- Step 1:** A red box labeled 'Step 1: Fill in the appropriate information on the form' points to the 'PROVIDER LEGAL NAME' and 'SCHOOL/SITE NAME' fields.
- Step 2:** A red box labeled 'Step 2: Click on the printer icon in the top right corner when you are ready to save a copy of your completed form' points to the printer icon in the top right corner of the browser window.
- CHILD INFORMATION:** Fields for CHILD'S LAST NAME, CHILD'S FIRST NAME, CHILD'S MIDDLE NAME, NAME SUFFIX, CHILD'S SOCIAL SECURITY#, D.O.B., SEX, HOME ADDRESS, CITY, STATE, ZIP, and HOME PHONE.
- Parent/Guardian Information:** Two sections for Parent/Guardian #1 and #2, each with fields for LAST NAME, FIRST, MIDDLE INITIAL, Home Address, City, State, Zip, Home Phone, Cell Phone, Email Address, Place of Employment, and Work Phone.
- EMERGENCY CONTACT INFORMATION:** A table with columns for NAME, RELATIONSHIP, CELL PHONE, ALTERNATE PHONE, and EMAIL.

**Step 2:** Select destination as "Save as PDF" and select save in the bottom right corner

The screenshot shows the 'Pre-K Registration Form' with the print menu open on the right side. The following sections and annotations are visible:

- Print Menu:** A dropdown menu with 'Destination' set to 'Save as PDF', 'Pages' set to 'All', and 'Pages per sheet' set to '1'. A red arrow points from the 'Save as PDF' option to the 'Save' button at the bottom right.
- Form Sections:** The form is partially visible, showing the 'PROVIDER LEGAL NAME', 'SCHOOL/SITE NAME', 'CHILD INFORMATION', 'Parent/Guardian Information', and 'EMERGENCY CONTACT INFORMATION' sections.
- Step 2 Annotation:** A red box labeled 'Select "Save as PDF" from the Destination drop down menu & select "Save" in the bottom right corner' points to the 'Save as PDF' option and the 'Save' button.