

## **Requirements and Instructions for Using Electronic Versions of the Affidavits, Waiver, and Administration Feedback Forms**

### **Requirements**

1. Adobe Acrobat® Reader® 5.0 (or higher) **OR** Adobe Acrobat® 5.0 (or higher)
2. A printer to print out form(s)

### **Using Adobe Acrobat® Reader®**

1. Fill out each form by completing all information requested
2. Click File → Print
3. Select printer and print the form
4. Repeat steps 1 through 3 as needed for each form
5. Include all completed forms in Box 1 of the materials being sent to Questar Assessment per the instructions provided in the administration manuals

**NOTE:** The forms **CANNOT** be saved with Acrobat® Reader®. A full version of Adobe Acrobat® (Standard or Professional) is needed to save the forms onto computer or disk.

### **Using Adobe Acrobat®**

1. Fill out each form by completing all information requested
2. Click File → Print
3. Select printer and print the form
4. There is an option to save the form:
  - a. Click File → Save As...
  - b. Choose a folder in which to save the form
  - c. Enter a unique file name for this form
5. Repeat steps 1 through 4 as needed for each form
6. Include all completed forms in Box 1 of the materials being sent to Questar Assessment per the instructions provided in the administration manuals

### **Entering Information on the Affidavits**

1. Use the *Hand Tool* to click on the box or line where you want to enter information.
2. Use the *Tab* key to navigate to the next field in which information can be entered.
3. For the LEA #, enter one number per box.
4. Enter the district and school names, as appropriate.
5. At the bottom of the affidavits, enter the appropriate staff person's name and the date signed. Each person should provide a signature in the space provided below his/her name.

### **Entering Information on the Affidavit Waiver Form and Secure Material Transfer Form**

1. Use the *Hand Tool* to click on the box or line where you want to enter information.
2. Use the *Tab* key to navigate to the next field in which information can be entered.
3. Click on each line to enter the information requested on each form.
4. On the Affidavit Waiver Form, click on the dropdown boxes to make the appropriate selections.

### **Entering Information on the Administration Feedback Form**

1. Use the *Hand Tool* to click on the box or line where you want to enter information.
2. Use the *Tab* key to navigate to the next field in which information can be entered.
3. For the LEA #, enter one number per box.