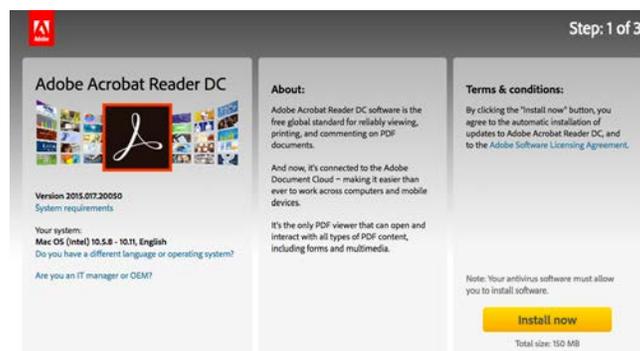
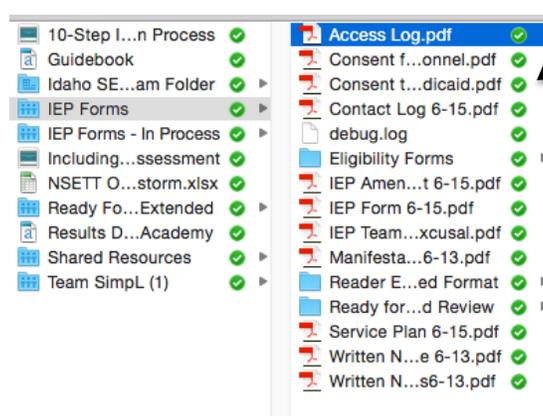


1. Beware that most browsers will want to load a preview of the .pdf instead of downloading– These preview plugins at times are not compatible with .pdf files created with updated versions of Acrobat and will show some sort of error or freeze up if you just click on the .pdf link. Internet Explorer works best; but Chrome and Firefox are having compatibility issues at this time. To avoid this obstacle turn off the problem browsers preview plugins; OR right click and download the .pdf using the save instructions below. Here is a [short video](#) that should help with Chrome & Firefox issues For other browser issues please visit [Adobe's website](#).
2. Go to [Adobe's reader download page](#) to verify the computer has the most updated version installed. If not, update or install Adobe Reader.

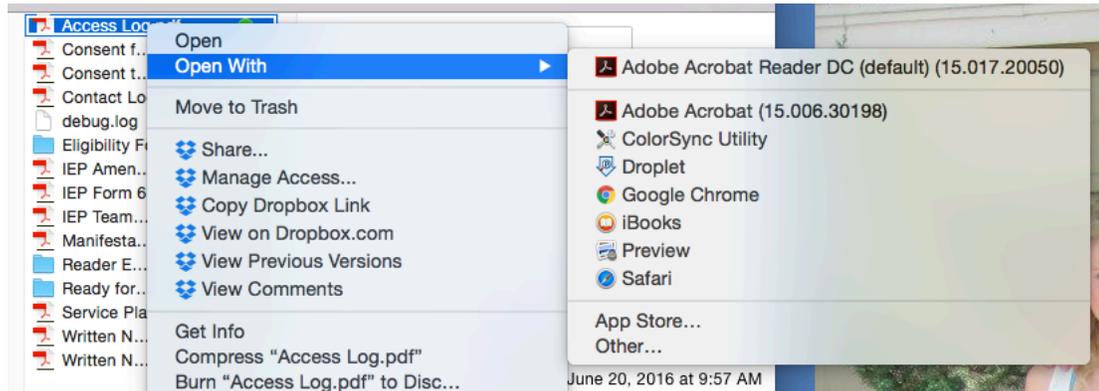


Download [forms](#) and save them to a master forms folder on your desktop where they can be accessed offline if needed.

3. Find the “Master” folder on your desktop, open the folder, then Special Education form.



Once the form name is highlighted, right click. Choose, “Open with Adobe Reader.”



4. Make sure to complete all selection prompts on the form before printing! Radio button selections reveal or change text dependent on selection so fill out complete form before printing to avoid omitting any required portions of the document.
5. “Save As...” using a new title to your intended SECURE storage location before editing to ensure that your original document stays blank in the master folder.