

Directions for using 504 Forms on the Web

In order to use the forms you must first have a copy of Adobe Acrobat's Reader installed on your computer. You may get this program from our site (there is a link) or you may go to:

<http://www.adobe.com/products/acrobat/readstep2.html>

and follow the directions to download.

Begin by opening our site: www.leeschools.net/dept/stusvc

from there, click on Section 504 on the right navigation. This will open the 504 main page. The forms are listed at the top of the page.

Open the form you wish to complete.

The form will open in Acrobat Reader. As you move your mouse over the form, you will notice that the hand icon changes into an "I" beam. Whenever you see the "I" beam, that indicates a field.

Click your mouse once in the first field (Student name). Enter the information. You may either use your tab key or your mouse to move to the rest of the fields on the form.

Saving and Printing the Form

To save or print the form, you must click on the disk/print icon within Acrobat (do not use your pull down menus as they will not work).