

ILLINOIS STATE BOARD OF EDUCATION

FORMS WITH DATA ENTRY CAPABILITIES

INSTRUCTIONS:

TEXT ENTRY FIELDS

Click once with the mouse in the first field of the form. Enter the data and use the tab key to move to the next field.

CHECK BOXES

To check or uncheck a check box, click the box once with the mouse.

LAST FIELD

After completing the last field, press the enter key. Otherwise the last field will not print on the document.

PRINT

To print document, select file, print from menu OR select print button at the bottom of the form.

RESET BUTTON

Use reset button to clear form and enter new data.

SAVE

Forms with Text Entry Fields are now enabled so that users can save the information they have typed to the own computer. To do so you must have the latest Adobe Reader prior to beginning the forms. Go to www.adobe.com to download. Once you have completed the form you will select File, Save As, and rename the form to your computer.

NOTE

Prior to sending any data via e-mail, you must contact the division who will be receiving this information as to whether or not it is acceptable. Due to signatures being required, most do not. They will advise you if allowable.

TROUBLESHOOTING

If you should have questions regarding forms and which one you should complete, please contact the Certification Division at 217/557-6763.

If you should have technical issues **only** when completing the form, please contact Gaile Bee, Data Systems, at 217/558-3656.