



SAN TAN CHARTER SCHOOL STUDENTS

STUDENT ENROLLMENT

HOW TO COMPLETE PDF ENROLLMENT FORMS

Hello,

We are pleased that you are interested in joining our San Tan Charter School community. We hope the below instructions will guide you through any questions you may have when filling out our PDF forms electronically. You are welcome to print and fill out with pen or complete the forms by typing in the answers and then using the Fill & Sign feature to add your electronic signature to the required forms.

We are always available to answer questions by calling us at 480-222-0811. During office hours, select your campus and then select “Registrar” through the automated system. You may also email us at enrollment@santancs.com.

We look forward to your trust and involvement in our San Tan Charter School community.

Educationally yours,



Infinite Campus

COMPLETE INFINITE CAMPUS REGISTRATION

It is assumed that at this point in the enrollment process you have already used our Kiosk link to setup your new Infinite Campus account and added your new student(s) into our system.

You will have received a confirmation email from Online Registration (OLR) info@santancs.com confirming your registration status and providing you an “Application Number.”

Enrollment Packet

DOWNLOAD & “SAVE AS”

1. Download the enrollment packet which fits your students incoming grade for the 2019 – 2020 school year.
2. “Save As” and add your students name to the file name. The student name along with your application number will help ensure all student records align to the correct family.

Adobe PDF Reader

DOWNLOAD OR OPEN PDF

1. If you already have Adobe Reader installed, you should be able to open and fill in the form values.
2. If you need Adobe Reader, please download and run the free version <https://get.adobe.com/reader/>



Form Fields

COMPLETE ANSWERS FIRST

1. You will be able to tab through the document, typing in answers or checking boxes.
2. It is advised to skip adding your signature until the very end, as this will allow you to save and continue

Fill & Sign Feature

ADD SIGNATURE TO DOCUMENT LAST

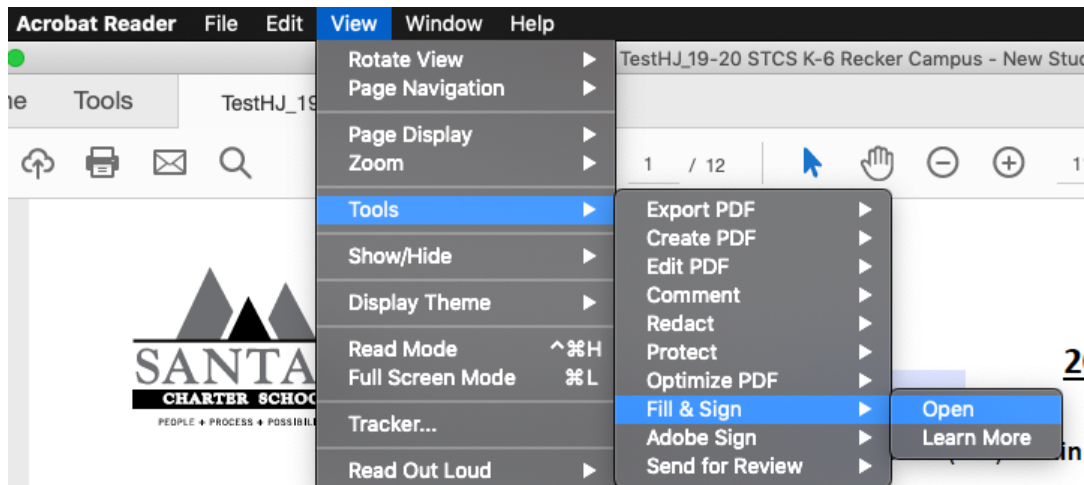
1. You are now ready to add your signature to your enrollment packet.

Example of Completed Signature:

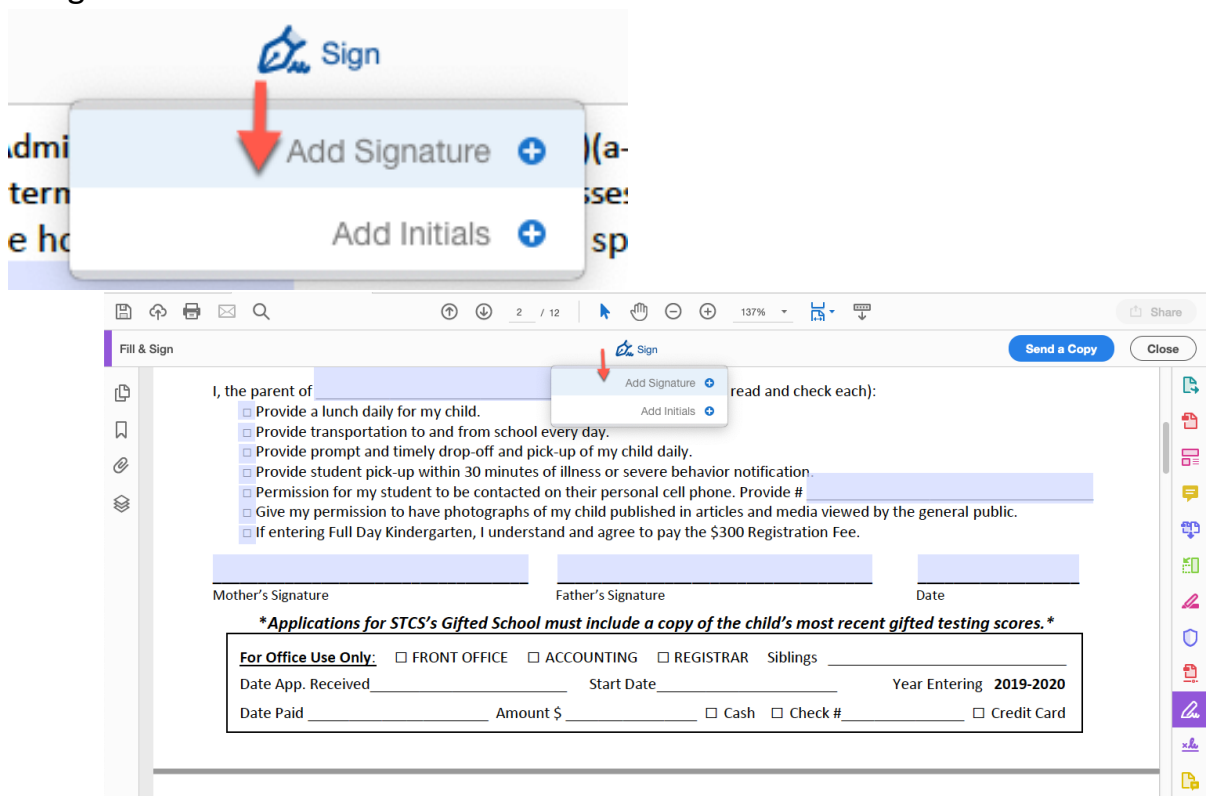
The diagram illustrates the process of adding a signature to a document. It starts with a form field labeled "Cardholder Signature" and a "Date" field. A yellow tooltip below the signature field says "Select 'Tools > Fill & Sign' to Add Signature". A red arrow points from the signature field to a "Fill & Sign" menu. This menu has a "Sign" icon and two options: "Add Signature" and "Add Initials". Another red arrow points from the "Add Signature" option to a final form field. This field contains a handwritten signature "My Signature" and is labeled "Mother's Signature" below it. Above the signature field are two checkboxes: "Give my permission to have photographs of r" and "If entering Full Day Kindergarten, I understand".



- From the Menu, Select “View > Tools > Fill & Sign > Open” to Add Signature

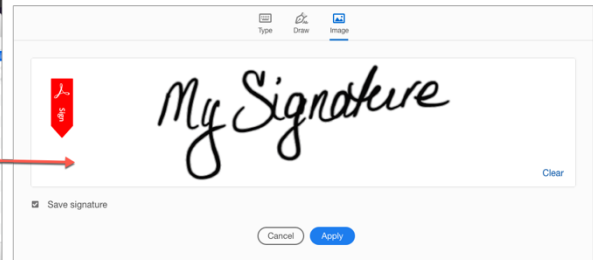
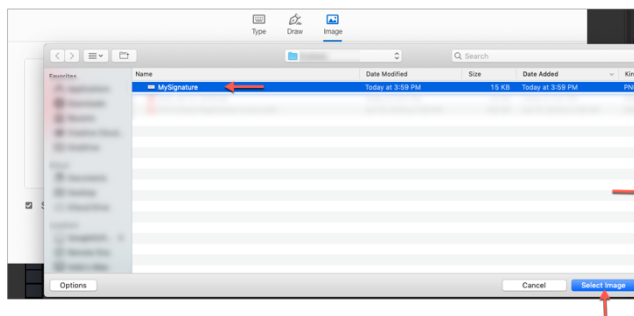
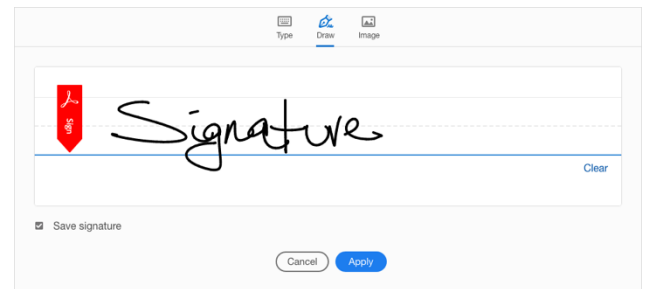
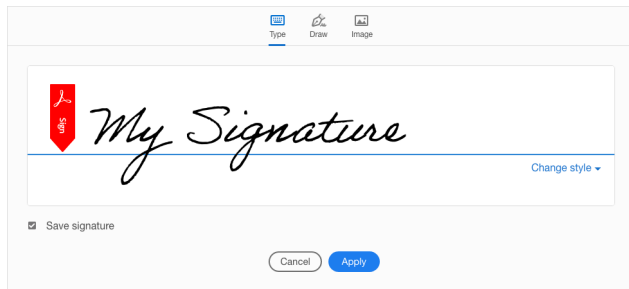


- Sign features will be enabled. Select the “Sign” Icon and then “Add Signature”



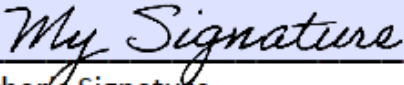


4. A window will open allowing you to choose your preferred signature type
 - a. Type → Type your name then choose font
 - b. Draw → Write your signature with your mouse or stylus
 - c. Image → Upload a saved signature file



5. Place your signature within the signature line.

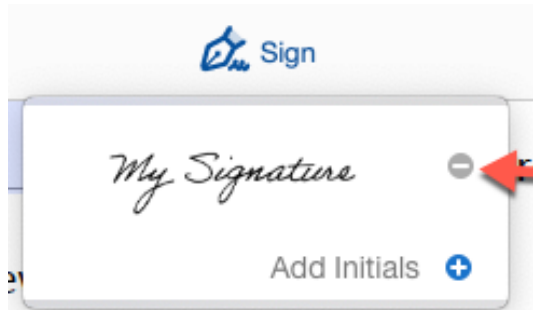
- ☐ Give my permission to have photographs of n
- ☐ If entering Full Day Kindergarten, I understand



Mother's Signature


NOTE: A message may appear letting you know that once you add Signatures and Save, the form fields will be locked. This is why we suggest completing all answers first so that you may work at your own pace, saving along the way.



6. To add a second signature, select the “-” sign to delete the prior signature then repeat the process and add the second signature




Mother's Signature


Father's Signature

7. Save
8. Email Completed forms to enrollment@santancs.com
 - a. Include your Application Number provided by Infinite Campus