

INSTRUCTIONS ON HOW TO COMPLETE A FILLABLE PDF

To open and complete a fillable PDF form, you will need Adobe Reader. If you do not have it installed on your computer, download the latest version (free) at: <https://get.adobe.com/reader/>.

1. Download/save the *Administration of Medication and Medical Treatment* PDF form to your computer and then open it with Adobe Reader (right-click the file and select **open with**) and fill out the form. *We **do not** recommend using a web browser to open the form as most have issues with fillable PDF forms.*

How to Download/Save the Fillable PDF to Your Computer:

1. Click the form link. It will open in a browser window.
2. Click the **Download** button and select the location on your computer where you would like to save the file.
3. Click the **Save** button.


Opening the Saved Form in Adobe Reader:

1. Right click the saved form and choose **Open with Adobe Reader** from the list of available options.
2. The form will open in Adobe Reader and you may begin filling out the form on your computer.

Filling the Form using Adobe Reader:

- You can either type information directly into each field or cut and paste text from your own word processor.
- The font is preselected and cannot be changed.
- You can only type regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

Saving and Submitting the Form

- You can save your data and re-open the file later to modify or enter additional information.
- To save the form either click the **Save** icon in the top ribbon of Adobe Reader.
- Once the form is complete you can upload it:
 - directly to your online **Registration** or **Re-Registration** form (if you have not yet submitted your form) or;
 - If you downloaded the form from the Westmount Website you may email your  (if you Medical form to your respective Westmount office (if you have no medications to drop off at the school) or, bring a printed and signed copy of the form directly to the school office along with any required medications, in a sealed and clearly labelled Ziploc bag.