

ILLINOIS STATE BOARD OF EDUCATION
Data Systems Division
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FORMS WITH DATA ENTRY CAPABILITIES

INSTRUCTIONS: Please review these terms and their definitions.

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 un-check 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	Used to print document. Select File, Print from Menu OR select Print Button at the bottom/last page of form.
RESET BUTTON	Used to clear form and enter new data.
SAVE AS	Forms with Text Entry Fields are now enabled so that users can save the information they have typed to the own computer. Once you have completed the form you will select File, Save As, and rename the form to your computer.
ADOBE READER	In order to use PDFs you must have the latest version of the Adobe Reader. Because Adobe updates their Reader regularly, go to www.adobe.com to download.
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	<p>If you should have questions regarding the content of the form, please contact the division for whom the form is from.</p> <p>If you should have questions regarding Certification forms and which one you should complete, please contact the Certification Division at 217/557-6763.</p> <p>If you are having trouble opening or viewing a form, please verify which Adobe Reader you have. If it is less than Adobe Reader X (10.1.3) (as of 4/2012), you should go and download whichever version is the latest.</p> <p>If you should have technical issues only when completing the form, please contact Gaile Bee, Data Systems, at 217/558-3646 or e-mail her at gbee@isbe.net</p>