

Form Basics

All shaded areas can be electronically completed. Click on the area to see which type of input it is.

There are 4 types:

1. Text Inputs

- Type your information directly into the shaded boxes.

2. Dropdown Menu

Click the dropdown arrow

Gender:



then pick an option

Gender:

1st Langu

- Male
- Female

3. Dates

- Can be inputted as **mm/dd/yyyy**

OR

- Click the dropdown arrow

Date:

then select a date

Date:



June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today: 6/1/2021

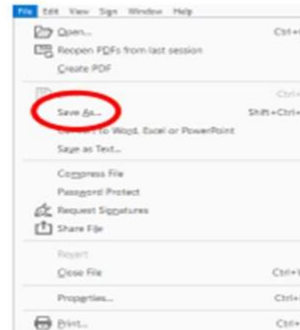
4. Check boxes

- Click on a check box to check it Yes
- Click on a check box again to uncheck it. Yes

Submitting the Form

Once the form is complete and you are ready to return the form you have 3 options:

1. Face to face:
 - a. Print, Sign, and Drop off the form
2. Mail
 - a. Print, Sign, and Mail form to 121 Mt. Pleasant St. , New Bedford MA
3. Electronic (Email)
 - a. Type your name and date into the signature area of the form
 - b. To save
 - i. Click on File and Click Save As...

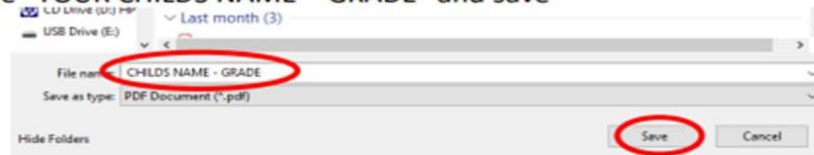


OR

- ii. Click the download button at the top right of you browser window



- c. Name your file "YOUR CHILDS NAME – GRADE" and save



- d. Attach and email the form to

Carol Larkin - Carol@whalingcitycatholics.org

Admin Assistant