

Follow these steps to save entered data in an application.

- **Open the application; fill in all data fields accurately and completely.**
- **After you have it completely filled in, right click and select print, then choose save as PDF.**
- **Name your PDF file appropriately and select where you want to save it, such as desktop.**
- **Then you can attach your completed application and send/email to the correct recipient.**
- **Alternatively, print out and mail or deliver it to the school.**

Contact the school or Sandra Holik @ sholik@louiseisd.net / 9796482982 Ext. 111