

INSTRUCTIONS

Please find attached the 2012-2013 Student Aid Form in .pdf format for use by your families.

Please note: This form is a state of the art interactive PDF, and may be utilized in several ways:

1). The Student Aid Form PDF may be printed and distributed directly to your families, posted on your website, or e-mailed directly to a family as a PDF attachment.

2). In addition to the methods of distribution listed above, a family can also complete the Student Aid Form PDF directly on their computer screen by placing the cursor at the appropriate fields and typing in the information. They can then print the completed document and save it to their computer for their records (If you are running Acrobat 7 or higher). Families who are more technologically savvy, and wish to type their information rather than filling in the form by hand prefer this option.

Please note that if you do not choose to collect these applications and mail them to PSAS as a group, you will need to instruct your families to mail the form and processing fee to the following address:

**Private School Aid Service
P.O. Box 89434
Cleveland, OH 44101-6434**

NOTE: You can select which pages you would like to print under the "Print Range" section and preview every page under the "Preview: Composite" section by moving the sliding bar beneath the image.

If you have any problems printing the file, please follow the steps below:

- Click on the File
- Select Print
- At the bottom of the print window there is an option called Print What:
- Change this option from Document to Document and Comments
- You should see the change in the small print preview screen
- The PDF should print correctly