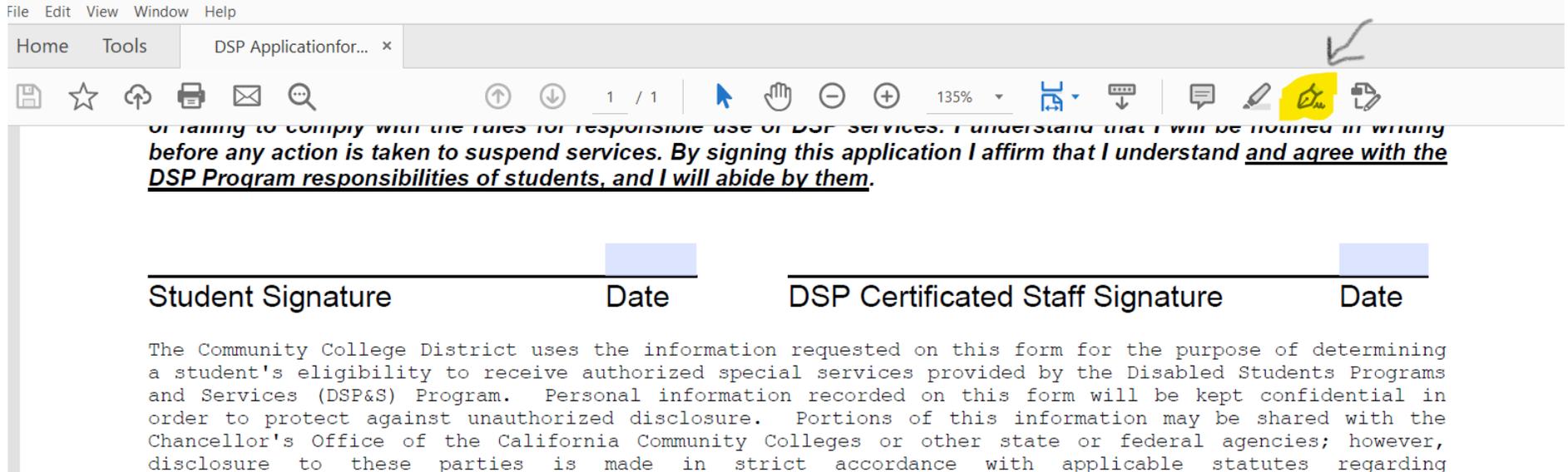


How to use fill and sign with Adobe Acrobat Reader DC

Open document that needs signature in Adobe Acrobat Reader.

Scroll to the section that needs a signature

Click on pen icon (see example below)



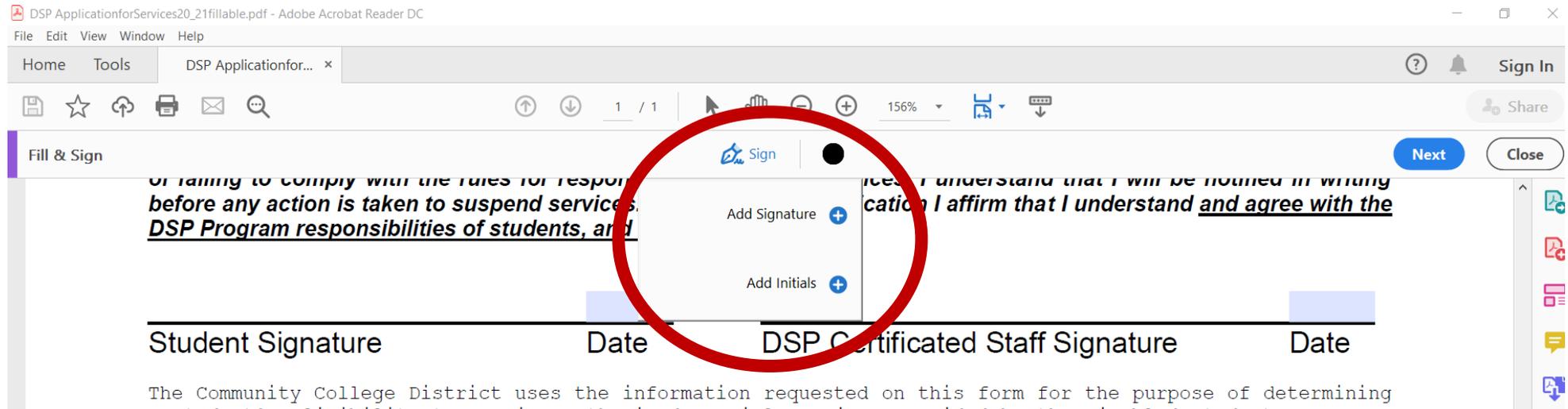
The screenshot shows the Adobe Acrobat Reader DC interface. The top menu bar includes File, Edit, View, Window, and Help. Below the menu bar are tabs for Home and Tools, and a document tab titled "DSP Applicationfor...". The toolbar contains various icons, including a pen icon highlighted in yellow. A black arrow points to the pen icon. The document content is displayed in a monospaced font and includes the following text:

obtaining to comply with the rules for responsible use of DSP services. I understand that I will be notified in writing before any action is taken to suspend services. By signing this application I affirm that I understand and agree with the DSP Program responsibilities of students, and I will abide by them.

Below the text, there are two signature lines. The first line is labeled "Student Signature" and "Date", with a blue rectangular box covering the date field. The second line is labeled "DSP Certificated Staff Signature" and "Date", with a blue rectangular box covering the date field.

The Community College District uses the information requested on this form for the purpose of determining a student's eligibility to receive authorized special services provided by the Disabled Students Programs and Services (DSP&S) Program. Personal information recorded on this form will be kept confidential in order to protect against unauthorized disclosure. Portions of this information may be shared with the Chancellor's Office of the California Community Colleges or other state or federal agencies; however, disclosure to these parties is made in strict accordance with applicable statutes regarding

Click on Add Signature or Add Initials (whatever is required by the document) if this is the first time signing document with fill and sign.



Type in Name and use "Change Style" to pick desired style of signature.

Then click apply



Drag signature over to line where signature is needed.

before any action is taken to suspend services. By signing this DS, I acknowledge my responsibilities of students, and I will abide by the

		<u>DS</u>
Student Signature	Date	

The Community College District uses the information required to determine a student's eligibility to receive authorized special services and Services (DSSES) Program. Personal information is

SAVE DOCUMENT and email to whomever needs it.