

Editable Form Instructions

Electronic:

This form is an Editable PDF and the required fields on the form can be filled in directly by just typing, using the Latest Version of Adobe Acrobat Reader. Also with the Latest Version of Adobe Acrobat Reader, you can sign the form electronically saving you time. You then could Email the entire form to MLEDP for convenience.

For Desktops and Laptops: Click:  or go to: <https://get.adobe.com/reader>

This form is most easily filled out on a desktop or laptop computer, but you can also use a mobile device, such as a smart phone or tablet, but you **MUST** install the **Mobile Version** of **Adobe Acrobat Reader** on your iOS, Android, or Windows device. **Go to your App Store to get the Mobile Version of Adobe Acrobat Reader.**

Mobile Note: Use the Pencil tool to sign with your finger, not the Sign tool

NOTE - AND THIS IS A BIGGIE

In Adobe Acrobat Reader, once you use the Fill & Sign Tool > Sign, and place a signature on the document, and then SAVE the document, you CAN NOT ALTER the form or add anything else. Saving the form with a signature on it, locks the form. This is a security function of Adobe Acrobat Reader.

Saving the document with an electronic signature is the key function.

DO NOT SAVE it until it is **completely filled out.**

**Once you Save a form with an Electronic Signature on it
(using the Fill & Sign Tool > Sign) it is LOCKED FOREVER**

Email: If you fill in the form and sign electronically, email the form to: Kids@MLEDP.org

Print Form:

You can also fill in the form electronically then print the form and sign by hand.
You would then have to Mail the Form to MLEDP.

Mail the Form to:

MLEDP
250 Mt. Lebanon Blvd.
Suite 414
Pittsburgh, PA 15234

Scroll Down to the **Periodic Review Form** below

Periodic Review Form

Child's Name: _____

Center Location: _____

Mt. Lebanon Extended Day Program is required by the DPW to have parents review their important information, at a six-month interval after enrollment.

Review your child's information from your current **Registration Schedule Payment Agreement** and your **Parental Consent & Emergency Contact** Forms.

If you need to update the information on either of these forms, they can be found within the Registration Form on the MLEDP website, in the programs registration panel.

1 - **Review: Parental Consent & Emergency Contact Form**

I have reviewed my child's information. All information is correct. (Check) _____

or

I have reviewed my child's information and updates were required. I am providing MLEDP with a new Parental Consent & Emergency Contact Form along with this new Periodic Review Form. All information is now correct. (Check) _____

2 - **Review: Registration Schedule Payment Agreement Form**

I have reviewed my child's information. All information is correct. (Check) _____

or

I have reviewed my child's information and updates were required. I am providing MLEDP with a new Registration Schedule Payment Agreement Form. All information is now correct. (Check) _____

Signature: _____

Date: _____