

2022-2023 School Art Electronic Application Guidance for Western Art Academy and Glassell Junior Applications

How to fill out the application:

1. **By hand:** Print the pdf applications and complete the forms in ink. Scan and email the applications back to the email on the application.
2. **By computer:** Complete the application using a desktop or laptop computer with Adobe Acrobat. Save the document to the computer. Email the document as an attachment back to the email on the application.
3. **Both:** Complete the application using a desktop or laptop computer with Adobe Acrobat. Print the application. Have the verification page and signatures completed in ink. Scan and email the applications back to the email on the application.

How to use electronic signatures on an MOBILE DEVICE with Acrobat.

1. Open a PDF document in Acrobat.
2. Click Fill & Sign in the toolbar on the right, or Sign in the toolbar at the top of the page.
3. Draw, type, or choose an image file to fill the signature box. Then click Apply to place your new signature on the form.
4. Click Next to download the document or send it to others to review or sign.