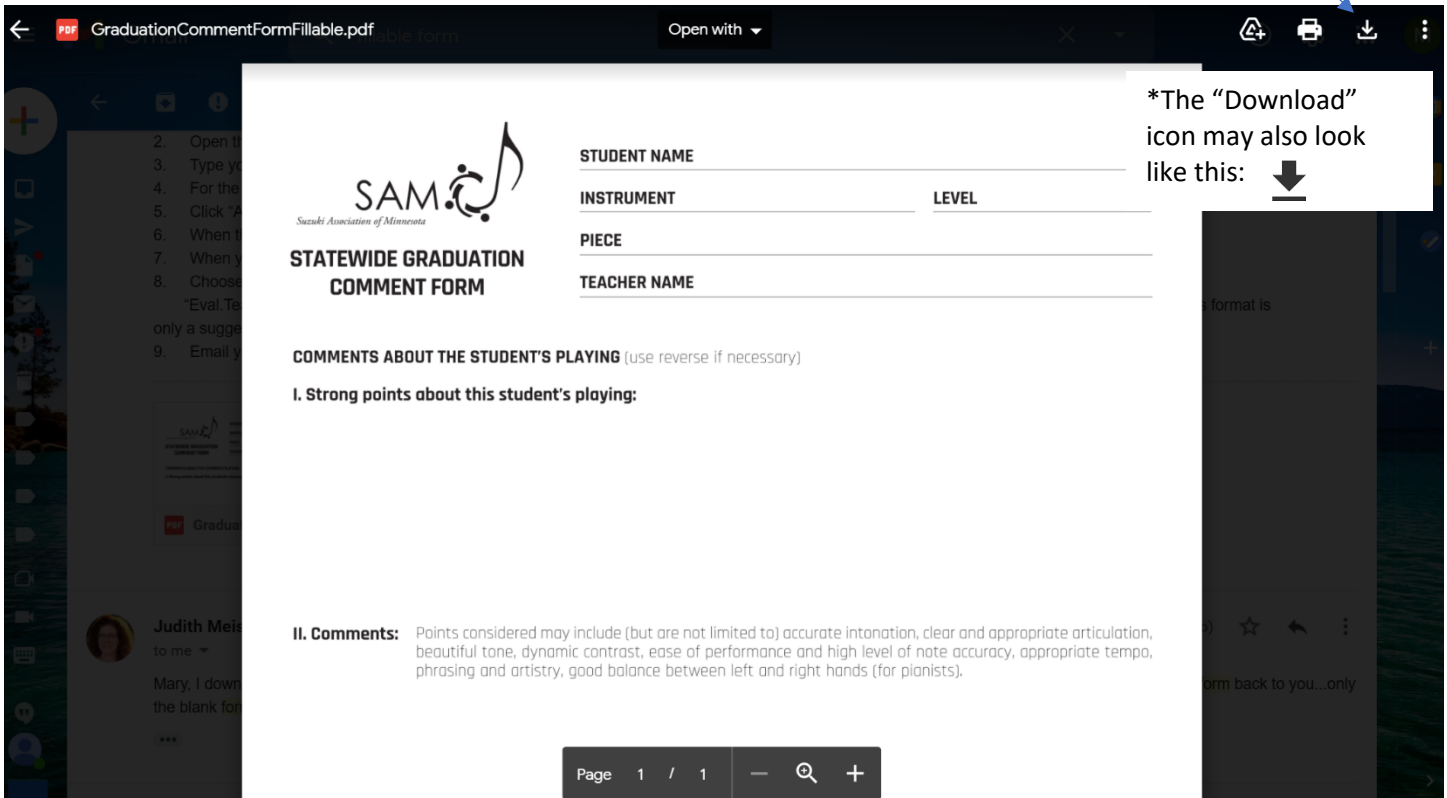



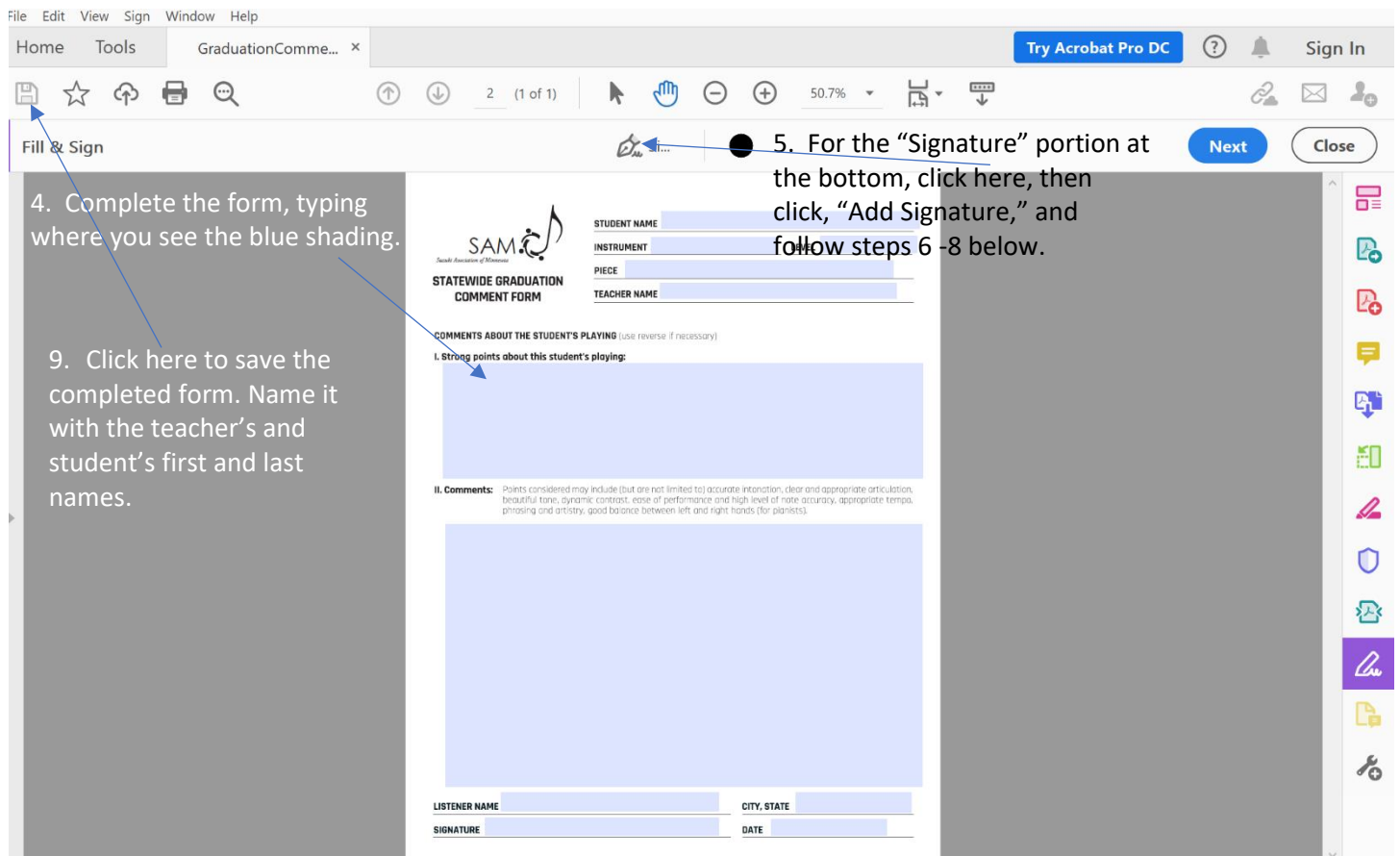
How to Use the Fillable Form Using a PC

1. Click on the form and you will see this screen or a similar one:
3. If you are unable to download and use the form, check to see whether you Have Adobe Acrobat Reader installed on your computer. If not, follow the installation instruction on the "Adobe Instructions" document.

2. Click here* to download it to your computer. Save it to your desktop as, "SAM Fillable Comment Form"



*The "Download" icon may also look like this: 



4. Complete the form, typing where you see the blue shading.

5. For the "Signature" portion at the bottom, click here, then click, "Add Signature," and follow steps 6-8 below.

9. Click here to save the completed form. Name it with the teacher's and student's first and last names.

The image shows a software interface for signing a document. At the top, there are three icons: 'Type' (a keyboard icon), 'Draw' (a pencil icon), and 'Image' (a picture icon). Below these is a large white rectangular area for the signature. On the left side of this area is a red shield-shaped icon with a white signature and the word 'Sign' written vertically. In the center of the white area, the text 'Type your name here.' is displayed in a light gray font. Below the white area, there is a checked checkbox labeled 'Save signature'. At the bottom center, there are two buttons: a white 'Cancel' button and a blue 'Apply' button. Three blue arrows point from the numbered instructions to the 'Type' icon, the text 'Type your name here.', and the 'Apply' button.

6. Click "Type"
7. Type your name here to sign it.
8. Click "Apply"