

Early Alert Form Instructions

This form works best if you have the latest version of Adobe Reader (version 9.3.0) with the latest updates.

These can be downloaded for free at: <http://get.adobe.com/reader/>

Directions for completing the form.

- 1 Save a copy of the file (EarlyAlertFormSpring2010.pdf) to your computer.
- 2 Open the saved file with Adobe Reader or Adobe Acrobat.
- 3 Complete the form.
- 4 Print the form to give to the student (you may also want to print a copy for yourself).
- 5 Save the file (you may want to give each student's form a different name).
- 6 Click Submit at the bottom of the form.

If you receive a security message, select “Allow”

Once the upload is complete, you should receive a message that says:

Upload Succeeded
Thank You.

If you do not receive this message please attach your saved pdf file to an email addressed to ldidonato@mtsac.edu.