Enrolment Form Requirements

For you to fill this form you will require:

- Adobe PDF Reader 10 or higher (recommend Adobe PDF reader IX)
- Windows Operating system
- Outlook configured as the default mail client to send emails.
- You will be asked to create a digital signature this is an important step. Otherwise you will not be able to submit the document. See steps below for **Digital ID Setup**

Alternative steps:

- Fill your PDF form electronically and Print the PDF form, Sign and
- Submit a scan copy with relevant documentation and email to enrolment@churchlands.wa.edu.au
- Ensure email size does not exceed 10mb. (you may wish to separate large attachments and scan the relevant pages.)

Digital ID Setup Shortcuts:

- Open Acrobat DC Reader
- Press Ctrl +K
- Go to Signatures (Lefthand pane)
- Click Identities and Trusted certificate --> click More (righthand side)
- This will open up all the digital id's for the computers. (if you do not have any setup now is the time to setup.)
  - o Note you will need a digital ID setup for you as a parent and your child.

- Click on Add ID icon
  - o New ID
    - Create new id
      - Store in your computer or create password (up to you)
        - o Follow the rest of the steps to create your identity
          - Use default settings should be fine.

Please attach all compulsory documents as an image file (jpeg, png, bmp, tiff). If you intend to attach the compulsory documents as a pdf, please attach them separately to the email as a zip file.