

## Instructions for Completing

### Davis District Level 1 to Level 2 License License Upgrade Form

Completion of principal/supervisor verification must be delivered in full either electronically or physically to HR no later than **June 20**.

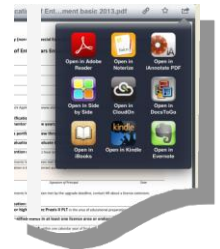
#### Computer--Based Completion

1. Open file on computer. Complete the specified sections.
  - Save document and send it to the appropriate parties. If you do not have access to a digital signature, you must print, sign, and send a scanned copy to Jocelyn Heyne at [jheyne@dsdmail.net](mailto:jheyne@dsdmail.net). Make sure you carbon copy (cc) your principal.

#### iPad Completion



1. Download the free app: Adobe Reader
2. If you have Adobe Reader downloaded, please make sure to update to the newest version of the software.
  - Open the App Store
  - Click on Updates in the lower right hand corner
3. Open Document
4. Tap top right corner of the document. This will populate all PDF reader apps. Choose Adobe Reader.

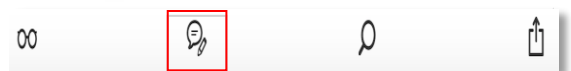
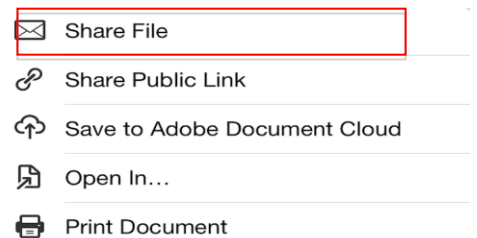


#### **EDUCATORS:**

- Complete ONLY your designated portion
- Email document
  - Press the caret on the bottom right of the screen.
  - Email document to your supervisor

#### **PRINCIPALS/SUPERVISORS:**

- Complete your designated portion
- Sign the document:
  - Click the note tool on the menu bar
  - Click the signature pen.
  - Tap where you would like to place your signature. Click add signature.
  - Sign your name with your finger or stylus.
  - Tap Save



- Email document

- Press the caret on the bottom right of the screen.
- Email document to Jocelyn Heyne at [jheyne@dmail.net](mailto:jheyne@dmail.net) and carbon copy (cc) the teacher.

