


How to Complete the KCS Preschool Registration Packet

When you initially click on the [registration packet link](#), it is a document preview. In order to digitally complete the registration packet, you will need to **download** the form to make it fillable. The following directions can help you. Using a desktop or laptop computer is best.

Step 1: Download the Packet

Don't try to type directly into the window that opens when you first click the link.

1. Click the link to the registration packet.
2. Look for the **Download icon**  in the top left corner of the document
3. Save the file somewhere easy to find, like your **Desktop** or **Downloads** folder.

Step 2: Open with the Right Program

Once the file is on your computer, you need to open it correctly:

- **Option A (Adobe Reader):** Right-click the file and select **Open with > Adobe Acrobat Reader**.
- **Option B (Supported Web Browser):** If you don't have Adobe, you can double-click on the downloaded file on your computer and it should open with fillable text boxes within your primary web browser. Not all web browsers support this option. Chrome works best.

Step 3: Fill It Out

Click on the blue-shaded boxes or lines. A cursor will appear, and you can start typing.

Note: if you don't see blue boxes, try clicking on the line anyway—sometimes the highlighting is turned off, but the "fillable" fields are still there.

Step 4: "Save As" (The Most Important Step!)

This is where most people lose their work. If you just click "Save," sometimes it saves the blank original.

1. Go to **File > Save As**.
2. Rename the file to include your child's name (e.g., [Registration_Packet_FirstName_LastName.pdf](#)).
3. This ensures all your hard work is actually saved into the document.

Step 5: Email it Back

1. Open your email and start a new message to preschool enrollment specialist, Christina Tang christina.tang@ketteringschools.org.
2. **Attach** the new file you just saved (the one with your child's name).
3. Click Send

Once you've sent the completed packet to Christina, you will only need to bring the other required documents to your scheduled enrollment appointment.