1824 Harris Road
Sheffield, OH 44054

***Phone:* 440-949-6181**
Email: openenrollment@sheffieldschools.org

INSTRUCTIONS

1. On the Sheffield-Sheffield Lake City Schools Open Enrollment website page, click on the image of the open enrollment application (image of application shown to the right).

2. A fillable PDF version of the application will open in a new window. To fill out the application, click into the field that needs to be filled and start typing. As long as you stay on the page and do not close the window, the typed information will remain. If you close the window and click on the application image again, a new blank application will appear and all previously typed information will be lost.

3. Be sure to provide information for all of the requested fields and check the appropriate boxes for the bottom half of the application.

4. When the application form has been completed, the parent/guardian should type his/her name in the box provided and type the appropriate signature date.
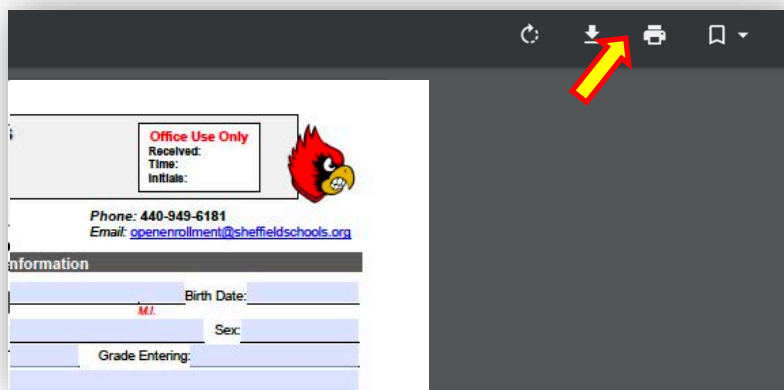
5. Now that the entire application has been completed, it is necessary to save the completed form as a PDF on your computer. Click on the printer icon in the upper-right corner of the online PDF window to start the saving process (image to the left).

6. A new window will appear with the image of the form and printing options. ***YOU DO NOT WANT TO PRINT IF YOU ARE SENDING THE APPLICATION VIA EMAIL.*** If you are printing the document to take to the district office, choose your printer and begin printing. If you are emailing the saved pdf to the district office, change the "Destination" to say "Save as PDF" as shown below.

7. Leave the rest of the fields as they are and click on "Save." A window will appear to save the PDF file you just completed to your computer. Choose a location for the file and click "Save." Your application is now ready to be added to an email.