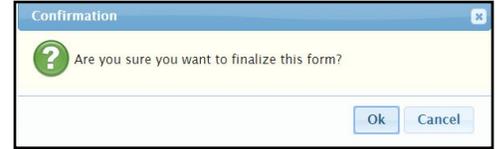


## Completing REQUIRED forms in the Parent/Student Portals

Any forms that are **required** to be completed by the district ask you to “finalize” and “update answers” before it is properly submitted. Once you have answered questions on the forms, use the green **Update Answers** button at the bottom.

You will then be asked if you are sure you want to finalize this form. Click **OK**.



The next dialog box will indicate that you will be finalizing the form to officially submit it by using the **Finalize checkbox** and clicking on **Update Answers**.



To verify that the form has been properly submitted, go the FORMS LIBRARY—you should see a green check next to each form. If you do not see this check, go back into the form and be sure to follow the instructions above to finalize and officially submit the form.

	FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1.	<a href="#">Free and Reduced Lunch Program</a>	✔ 7/19/2018	@livingston.org	7/19/2018	6/29/2019	All Students

If you need to make any changes to the required form, please contact your school office.