

## **Directions for Schools Utilizing the Online STO Assistance Award Form 2012-2013**

1. The Student Aid Form PDF may be printed and distributed directly to your families, posted on your website, or e-mailed directly to a family as a PDF attachment.
2. In addition to the methods of distribution listed above, a family can also complete the Student Aid Form PDF directly on their computer screen by placing the cursor at the appropriate fields and typing in the information. They can then print the completed document and save it to their computer for their records (If you are running Acrobat 7 or higher). Families who are more technologically savvy, and wish to type their information rather than filling in the form by hand prefer this option.
3. You will need to instruct your families to mail the form and processing fee to the following address:  
Private School Aid Service  
P.O. Box 89434  
Cleveland, OH 44101-6434
4. Questions should be directed to PSAS.

NOTE: Families can select which pages they would like to print under the "Print Range" section and preview every page under the "Preview: Composite" section by moving the sliding bar beneath the image. If there are any problems printing the file, they should follow the steps below:

- Click on the File
- Select Print
- At the bottom of the print window there is an option called "Print What":
- Change this option from Document to Document and Comments
- They should see the change in the small print preview screen
- The PDF should print correctly