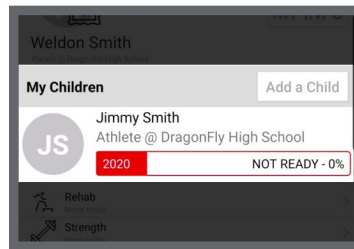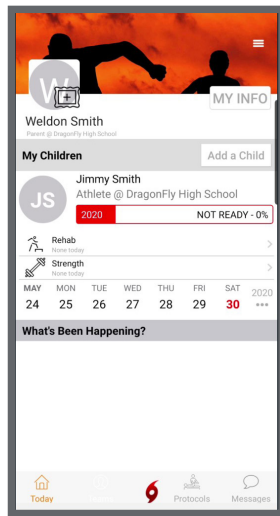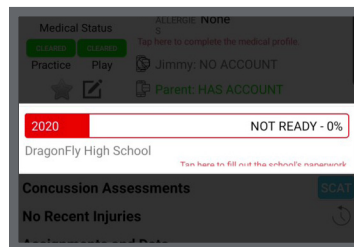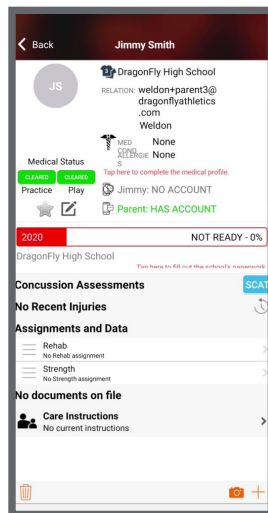# SUBMIT FORMS ON THE APP

Step 1: Tap your child's name on the 'Today' screen.

Step 2: Tap the progress bar on their profile for the school year.

Step 3: This will open up a checklist of all the items you need to submit in order for your child to be 100% ready and eligible. Tap the 'Start' button to the right of each item to fill out the information.

Some items will be pretty straight-forward - like the Medical and Demographic section, where you simply fill out all the fields on your screen.
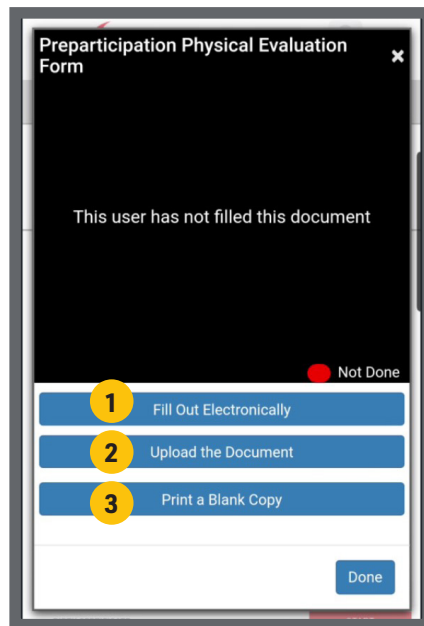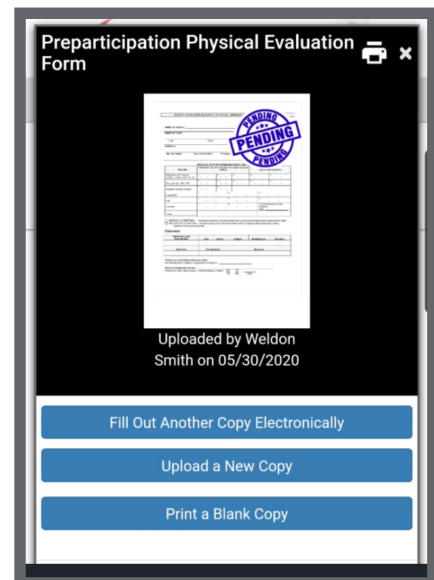
Other items will open a pop-up window, giving you a few options:

1. Fill out an electronic form
2. Upload a form from your computer that you've either scanned or taken a picture of
3. Print the form so that you or your medical provider can fill it out and then come back and upload it
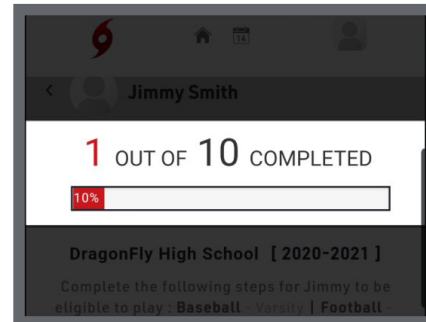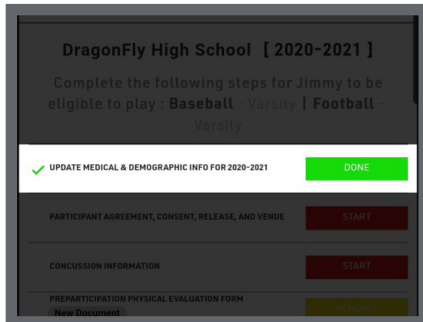**4.** Select a form that you have previously filled out that hasn't expired yet

You can revisit it in the checklist, and you will see your form in the black box of the pop-up window, with an indicator that tells you the status of that item.
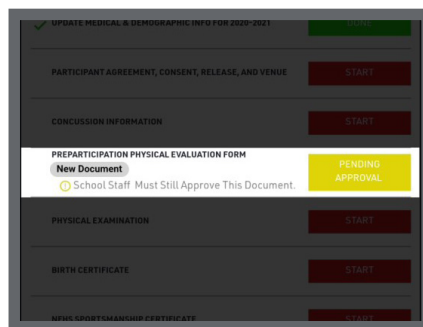
As you complete each item on the checklist, it will turn green and the progress bar at the top of the screen will start to move toward 100%.

Your progress bar may not get to 100% and green at first, even though you've completed all the items in your checklist. This is because some items need approval from an administrator at your school. Items that are pending approval will be yellow in the checklist until they're approved.

Once you've completed all your items in the checklist, you're good to go.