Viewing the Data Collection Form

SpecialServices

Student Documents Screen Documents Tab

On the **Student Documents** screen **Documents** tab, in the row of the document for which you want to view the **Data Collection Form**, click ⋮. Then, in the drop-down list that displays, click **DCF (DC Tool)**.

The print preview window opens.

To print the DATA COLLECTION FORM, click PRINT. To return to the document overview version of the STUDENT DOCUMENTS screen, click EXIT PREVIEW.

see reverse side for more information

Document Overview Version of the Student Documents Screen

On the **Student Documents** screen **Documents** tab, click **View DCF**.

The print preview window opens.

To print the DATA COLLECTION FORM, *click* PRINT. *To return to the document overview version of the* STUDENT DOCUMENTS *screen, click* EXIT PREVIEW.