

Scanning documents on your iPhone

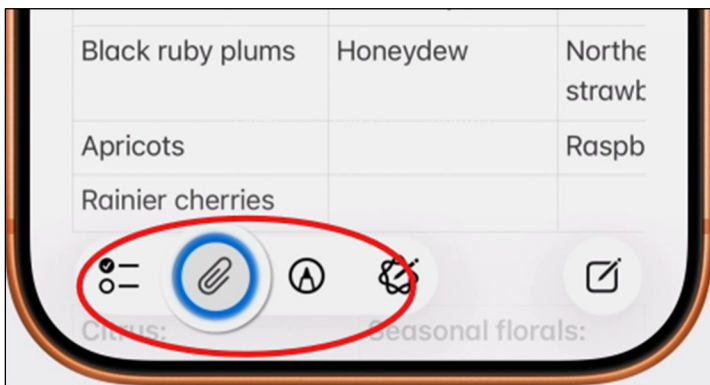
Check documents first!

Is your name and date of birth on all pages? Are the dates in the correct format? Is there a healthcare provider signature?

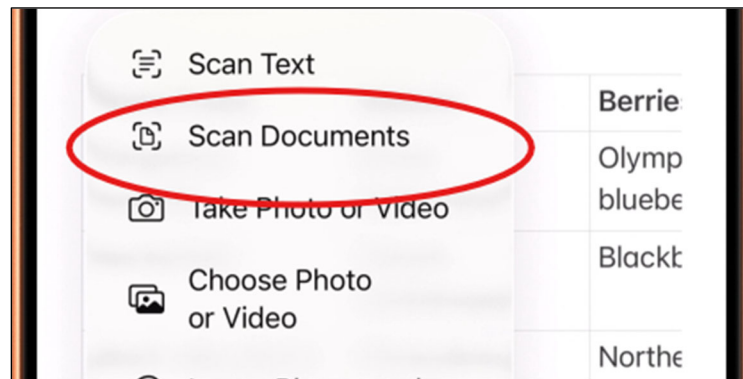
Scan each document separately: Student Medical Requirements Form (3 pages), Student Health History Questionnaire (3 pages), TB Risk Assessment Questionnaire, Authorization for Medical Care and Treatment for Minor (*if needed*).

Scan a document. You can use the Notes app to scan multi-page documents on your iPhone or iPad.

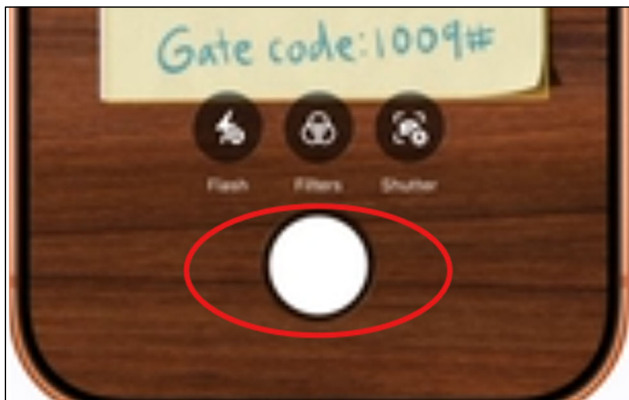
1. Open Notes and select a note or create a new one. Click into the Attachments icon:



2. Select the Scan Documents icon:



3. Position the document in view and press the 'scan button.'



4. Select the 'save' icon and the scanned document will be saved to the Note folder of your phone:



Scanning documents on your Android device

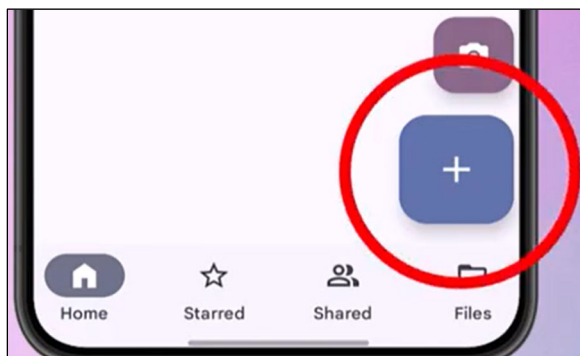
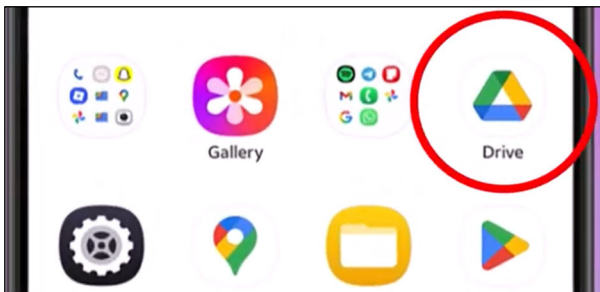
Check first!

Is your name and date of birth on all pages? Are the dates in the correct format? Is there a healthcare provider signature?

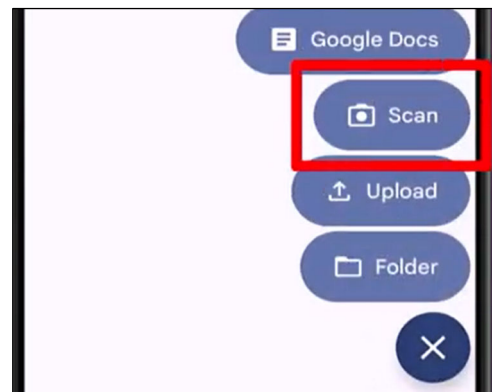
Scan each document separately: Student Medical Requirements Form (3 pages), Student Health History Questionnaire (3 pages), TB Risk Assessment Questionnaire, Authorization for Medical Care and Treatment for Minor (*if needed*).

Scan a document. You can use your Android device to scan multi-page documents and create a PDF.

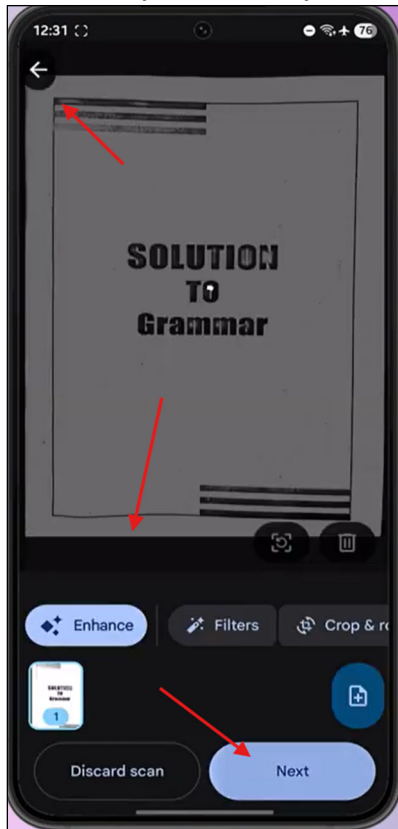
1. Open **Goole Drive** on your Android device and tap the **plus button**.



2. You'll see a menu with some options. Select "Scan," and take a photo of the document. Google Drive will automatically flatten the images and convert it to black and white.



3. Google Drive will attempt to automatically crop and adjust the lighting. If it needs some help, you can manually adjust it with the crop and color buttons. To add another page to the document, tap the Add Page button. Tap "Next" to proceed.



4. Now you can give the file a name and choose which folder to save it. Click the Upload button to save the document as a PDF in the desired folder.

