



Transform document workflows in K-12 education with powerful e-signatures.

Accelerate signature processes and deliver cost-effective digital services for student forms as well as staff, IT, and facilities management.

The average K-12 institution relies heavily on paper-based workflows. In fact, nearly 80% of forms used for students, HR and staff management, and IT and facilities management are on paper.

Paper-based workflows involve printing, signing, scanning, and emailing—a time-consuming process that has to be repeated for every signature required. This approach makes authentication, tracking, and storage challenging, and it complicates compliance and security. By going digital, K-12 institutions can establish workflows that are easier and more efficient for staff to manage and coordinate, and for end users to sign and approve.

Accelerate everyday workflows with Adobe Acrobat Sign.

With Acrobat Sign, institutions can quickly transition to fully digital processes, enhancing productivity and helping ensure more secure and compliant transactions. Its user-friendly interface enables anyone to send or sign documents from any device. And Acrobat Sign integrates smoothly with many applications schools and districts already use, such as Microsoft 365 and Workday, making it even easier for IT to set up and for everyone to use.

Key benefits of Acrobat Sign:

- **Save time and speed signing**—Prepare and send a document, form, or contract for e-signature with a touch or a click.
- **Send in bulk**—Deliver personalized agreements or forms to a large number of recipients at once.
- **Sign from almost anywhere**—Recipients can e-sign from any device, no signups or downloads required.
- **Track and manage**—Get real-time visibility into every document that's out for signature and receive notifications when signatures are complete. Every step, including signer authentication, is automatically logged and captured in an audit trail.
- **Eliminate manual document handling**—Go beyond signing and approvals to streamline collaborative tasks like form filling. Automate final delivery steps with click-to-accept or certified document delivery.
- **Deliver unmatched viewing and signing experiences**—Acrobat Liquid Mode technology^{*} makes text easier to read on small screens, and signers can choose to view in light or dark mode or have documents read aloud.

Discover how Acrobat Sign supports K–12 schools in three critical areas.

1. Student forms

See how Acrobat Sign automates and simplifies the process of filling out and signing forms for students, parents, and school administrators alike:

- **Admissions and enrollment**—Enable parents and students to fill out forms electronically from anywhere. Capture student information once and then use it to prefill additional forms automatically.
- **Athletics and resource requests**—Create reusable, fillable web forms for students to use when signing up for athletics or requesting use of a facility, software license, or lab equipment.
- **IEPs**—Get legal and auditable e-signatures from parents before creating IEPs for students. Easily send prefilled forms via automated workflows that support multiple signatures.
- **Permission slips**—Make it easy for parents to fill out and submit forms electronically.

2. HR and staff management

Explore a variety of ways that Acrobat Sign streamlines document-heavy workflows, enabling educators and staff to stay focused on the work that matters:

- **Benefits forms**—Provide intelligent forms that auto-populate with employee information and offer a simple way to select coverage and opt in or out of programs.
- **Employee management**—Create automated and self-serve workflows for performance reviews, changes of address, and more. Then store it all securely and automatically for validation and future reference.
- **Hiring and onboarding**—Maximize efficiency with end-to-end digital processes for signing and approvals, document package preparation, protection, and more. Approve new positions, hire and onboard new teachers and staff, and integrate with leading business systems like Workday.
- **Policy distribution**—Quickly send institution-wide policy updates to all educators and staff for signature using a single workflow.

3. IT, legal, and facilities management

Explore how Acrobat Sign automates and simplifies traditional paper-based processes so administrative staff and IT can keep things running smoothly:

- **Asset management and IT requests**—Simplify IT requests by creating self-serve forms and intelligent workflows that automatically route documents for service request management.
- **Liability, health, and safety forms**—Create fillable forms for partners, vendors, and external staff to fill out and submit before coming to campus. Securely record and access this data for auditing purposes.
- **Vendor contracting**—Easily onboard and manage vendors. Complete forms with signatures from multiple parties and store them securely in one place for anytime access.
- **Waivers and petitions**—Create templates and self-serve forms for educators and students to use and design workflows so forms are automatically submitted to the right stakeholder.

Contact your Adobe authorized education reseller to learn more about how Acrobat Sign can benefit your school or district.

Additional resources:

[Acrobat Sign](#)

[Adobe compliance and regulation support](#)