Recommendations for Student Emergency Aid Application Accessibility

It is critical that students can easily access and submit emergency aid applications. To quickly distribute emergency aid funds, below are recommendations when creating student emergency aid applications:

- If possible, use a fillable form embedded in a webpage. These applications can be filled out on any device (phone, tablet, computer) and do not need to be printed off, filled out, scanned, and returned to the school. Additionally, students may not have access to a printer or a desktop/laptop computer at this time and may rely on phones/tablets.

- Students may not have Microsoft Word or Adobe PDF reader technology on their phones, tablets, or computers. As a result, schools should consider free fillable form technologies that allow applications to be completed in an Internet browser, such as Google Chrome, Firefox, or Safari

- If you are unable to host an application on your webpage (the best choice), consider using Google Forms. Google Forms is a FREE technology that allows students to fill out forms. Google Forms can be added into emails and completed by students within their browser. More information can be found [here](#).

- If you are using a PDF, be sure to compress the PDF and remove images if possible. Images and lots of font will make the PDF larger and harder to download on slow Internet connections. You can compress PDFs to make them smaller for FREE [here](#).

- Below are examples of high-quality online applications that do not require students to download files or have software such as Microsoft Word or Adobe.
  - [Alamo Colleges District](#)
  - [Fort Valley State University](#)
  - [Georgia State University](#)
  - [Xavier University](#)