



## TIPS FOR FILLING OUT WAIVER FORMS FOR DEPENDENTS AND SPOUSES

Recently, the Dynamic Waiver Forms process was launched for [eligible dependents and spouses](#). The project team has some tips to highlight when filling the form out:

- 1) The **dependent/spouse** must first complete, sign and submit **their own form**.
- 2) The employee's **work email** (see the example below) must be entered **by the dependent/spouse** when completing the form:

Instructions

Form Participants

Parent/Spouse Employed by MCCCD

| First Name                         | Last Name                          | Email  |
|------------------------------------|------------------------------------|--|
| <input type="text" value="Holly"/> | <input type="text" value="Rouse"/> | <input type="text" value="holly.rouse@domail.maricopa.edu"/> |

- 3) Only after the dependent completes their portion of the form will it route to the employee for information and signature. **If using the same computer**, the dependent should log out of the Dynamic Form after completing the entry (vs. simply closing out of the page).

- 4) Use this [link](#) to access the Dynamic Waiver Form (Dependent/Spouse).

**Prior to filling out the form, please also review the steps noted in the User Guide:**

### [Dependent User Guide](#)

For dual enrollment courses, parents please be present during your dependent's completion of the form and remember to have the dependent log out of the Dynamic Form if using the same computer, and before attempting to complete your portion of the process.