

How to Access and Fill out the Online LEIS Form

1. Access the Form: [LEIS form](#)
2. Open the Form: click on the link or button to open it. The form will typically open in your web browser as a PDF or an interactive web-based page.

North Carolina Community College System
Literacy Education Information System (LEIS)

Provider Name: ADVA
Enrollment Date: Program Year

STUDENT BIO

1. First Name:
Middle Name:
Last Name:
Preferred Name:
Previous Last/Maiden Name:
2. Date of Birth:
3. Gender/Sex: Female Male
4. Mailing Address
Address Line 2:
City: State:
County: Zip Code:
5. Primary Contact Phone:
Emergency Phone:
Work Phone:
Cell Phone:
6. Email:
7. Social Security Number/EIN:
8. Ethnicity (select One) Hispanic/Latino Non-Hispanic/Latino
11. Race American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander

3. Review the Instructions: Before you begin filling out the form, take a moment to review any instructions or guidelines provided. Ensure that you understand the requirements and any specific formatting or information that is requested.
4. Navigate the Form: Use your cursor or keyboard to navigate through the form fields. Click on each field you need to fill out, and the cursor will appear, ready for input.
5. Enter Your Information: Start filling out the form by typing your information into the appropriate fields. Depending on the form, you may need to provide personal details, contact information, or respond to specific questions.
6. Select Dropdown Options: The form includes dropdown menus or multiple-choice options, click on the dropdown arrow or select the appropriate option from the list.

Provider Name ADVA
Enrollment Date: Program Year

7. Checkboxes and Radio Buttons: For checkboxes, click inside the box to mark it with a tick or X symbol. For radio buttons, click on the option you want to select. In both cases, you can usually deselect an option by clicking on it again.
8. Review Your Entries: After you have completed filling out the form, review all the entered information to ensure accuracy and completeness. Double-check that you haven't missed any required fields or made any mistakes.
9. Save the Form: To save the filled-out form, look for a "**Printer Icon**" button. Click on it and choose a location on your computer to save the PDF file. Make sure to use a memorable name for the file so that you can easily locate it later.

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North Carolina Community College System
Literacy Education Information System (LEIS)

Provider Name: choose one ADVANSYS ID # Colleague #
Enrollment Date: Program Year Period of Participation: 1st 2nd 3rd

STUDENT BIO

1. First Name: _____
Middle Name: _____
Last Name: _____
Preferred Name: _____
Previous Last/Maiden Name: _____

2. Date of Birth: _____ (MM/DD/YYYY)

3. Gender/Sex: Female Male

4. Mailing Address
Address Line 1: _____
Address Line 2: _____
City: _____ State: _____ (postal abbreviation)
County: _____ Zip Code: _____

5. Primary Contact Phone: (____) _____ - _____
Emergency Phone: (____) _____ - _____
Work Phone: (____) _____ - _____
Cell Phone: (____) _____ - _____

6. Email: _____

7. Social Security Number/EIN: _____

8. Ethnicity (select one) Hispanic/Latino Non-Hispanic/Latino

11. Race American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander

10. Verify Save Success: Once the file has been saved, navigate to the location where you saved it, and confirm that the file is there. Open it to ensure that your entered information is visible and properly saved.

Remember, the specific steps may vary slightly depending on the platform or website hosting the online fillable form, but these general instructions should help you fill out the form and save it successfully.