Alum Rock is going paperless! To fill out forms online using Informed K12, all you need is a link. You do not need an account to fill out forms. Informed K12 accounts are reserved for school site secretaries and department staff who readily track forms.

**1. Access your form**

**2. Enter your Name and Email**
Click on Go to form to begin filling it out! You do not need an account to fill out the form.

**3. Fill out all required fields.**
Red Fields are REQUIRED.
**“Services Provided” section must be completed for each day worked**
Upload any necessary attachments.

**4. Sign the form and click on Submit form / Enviar formulario the button.**

**5. Choose your site or department**

Select your approval route:

- Academic Services
- Business Services
- Early Learning
- Human Resources & Risk Management
- IT
- Maintenance/Operations & CNS
- School Site
- Special Ed
- State & Federal
- Student Services
- Superintendent’s Office
- Transportation & Warehouse
6. Select your site or department from the dropdown list.

Click on to submit.

Tip: If you're not ready to submit yet, click on Save Progress, and you'll receive an email with the link to your form so that you can edit and submit at a later date!

IMPORTANT!
You will receive a link to your email with a copy of your form once you submit it. To see the progress of your form as it moves through the district, refer back to it (just like a UPS package). No worries if it gets lost though, you will also receive an email when the form has finished going through the approval route and is completed!

Questions? Check out our help center or email Support@informedk12.com or call 929-322-4255!