



Tehama County Department of Education (TCDE) 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 administrative assistants and department staff who readily track forms.

How do I fill out and submit a form for approval?

1. Access your form

You can find the forms on the Frontline-Absence Management page of **the TCDE website** (note that there are separate versions for TCDE, SELPA, and SERRF):

<https://www.tehamaschools.org/Departments/Human-Resource-Services/Frontline-Absence-Management/index.html>

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.

Yellow Fields are optional.

On certain forms, you can also **add attachments** by scrolling to the bottom and clicking "Add Attachment".

Absence Change Request- TCDE

YOUR FULL NAME / SU NOMBRE COMPLETO

Michelle Belluci

YOUR EMAIL / SU CORREO ELECTRONICO

mbelluci@chalkschools.com

Enter to receive confirmation of submission.

Go to form / Ir al formulario

4. Click on the red SUBMIT FORM button and select the next approver, typically, your supervisor.

Submit form / Enviar formulario

Click "Send to this recipient" and you're done!

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!

Please select next recipient below

Send to this recipient

Go back to the question

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!**