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):

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”.

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

### 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!