

Informed K12 Employee Guide

Personal Expense Reimbursement



Castaic USD is going paperless! To fill out forms online using Informed K12, **all you need is a link**.
Informed K12 accounts are by admins who track and approve forms.

How do I fill out and submit a form?

- **Start your form**

- [Extra Duty Timesheet](#)

- **Enter your Name and Email**

Click on **Go to form** to begin filling it out..

- **Fill out all required fields.**

Red Fields are required.

Yellow Fields are optional.

At the top of each form you may also:

Extra Duty Form

YOUR FULL NAME / SU NOMBRE COMPLETO

Irene Boden

YOUR EMAIL / SU CORREO ELECTRÓNICO

iboden@castaicusd.com

Enter to receive confirmation of submission.

[Go to form / Ir al formulario](#)

[Attachments](#) [View/Print Blank Form](#) [Save Progress](#)

- Add Attachments: Some forms may require or allow you to **add attachments** from your device
- View or print a blank copy of the form for your records
- Save your progress and be emailed a link to access your form again, and submit it at a later time.

- **Ready to send? Click the red “Submit form” button, select your recipient and you’re done.**

[Submit form / Enviar formulario](#)

- Click “Customize message” to add a personal note in the email to the next recipient.
- “Add people to notify” to CC a copy to another email address.

IMPORTANT!

You will **receive an email with a link** to see your form once you submit it. Use this link to **track the progress of your form**.
You will **also receive an email when your form** completes all approval steps.

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