

Informed K12 Employee Guide

Travel with Student Authorization



Gregory Portland ISD 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 track forms

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

1. Access your form

You can find your forms on our [G-PISD Site](#) > Departments & Services > Business/Finance Department > Purchasing or you can initiate the form directly [here](#)

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.

- **IMPORTANT!** If you are completing this on someone else's behalf, please route the form to allow them to sign as Traveler.
- **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!

Are you filling this out on someone else's behalf?

Please enter next recipient below

[Go back to the question](#)

Traveler:

Email:

4. Sign the form and click the SUBMIT FORM button.

5. After Traveler has signed, from the dropdown list, choose your Supervisor.

Finally, click **"Send to this recipient"** and you're done!

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!