

# Berkeley Unified School District

## Leave Request Quick Guide



Berkeley Public Schools is going paperless! To fill complete the Leave Request form online, **all you need is an email address**. You **do not need an account** to fill out forms.

### How do I fill out a form and submit it?

#### 1. Access your form

To start a **Leave Request**, you can [click here](#) or go to the district website to find the form. You can find the form on the [district website](#) under Human Resources – Employee Forms and Information.

You can bookmark this page to easily access the link any time!

#### BUSD: Leave Request

YOUR FULL NAME / SU NOMBRE COMPLETO

Sandra Garcia

YOUR EMAIL / SU CORREO ELECTRÓNICO

sandra@berkeleyschools.net

Enter to receive confirmation of submission.

Go to form / Ir al formulario

#### 2. Enter your Name and Email

When you click on the link, you will be taken to the beginning of the form on the Informed K12 platform. Enter your name and email and click **“Go to form.”** 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.

**SIGN** your form. You can also **add attachments** by

scrolling to the bottom and clicking **“Add Attachment”**

#### 4. Click on the red SUBMIT FORM button and select your supervisor

Select the next recipient, press **SEND TO THIS RECIPIENT** and then you're done!

Send to this recipient

**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!

Submit form / Enviar formulario

**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).

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