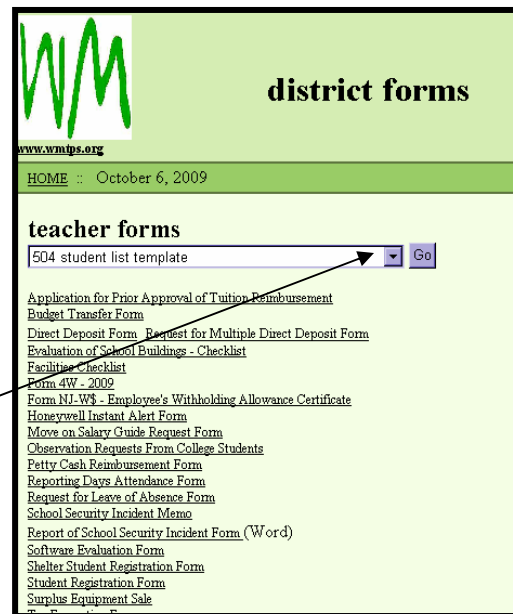


District Forms on the Intranet - Accessing, Filling Out and Saving

Once you have logged in to the Intranet, click on the link for **DISTRICT FORMS**.

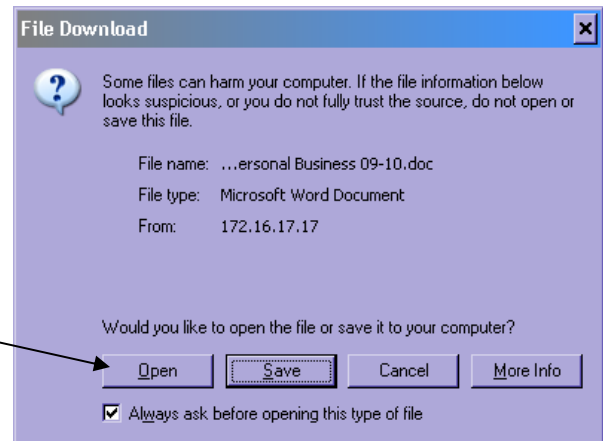


Many of the newer forms are not on the list, but can be accessed from the drop-down menu. These include the Request for Absence and Field Trip forms.



Choose the form you need from the drop-down list and click **GO**.

Then when this **FILE DOWNLOAD** window appears, click **OPEN**.



Nancy Gridley and Laura Oakes
West Milford Township Public Schools

The form will open up.
Click in the grey boxes to fill in the form, then you will need to save the form to your Personal Directory (P drive).

First, click on FILE to SAVE AS.

WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
Office of the Director of Education
APPROVAL of ALL PERSONAL BUSINESS REQUESTS

Date Submitted	Employee Name	Grade or Department	School

Date(s) Requested	Explanation (if required)

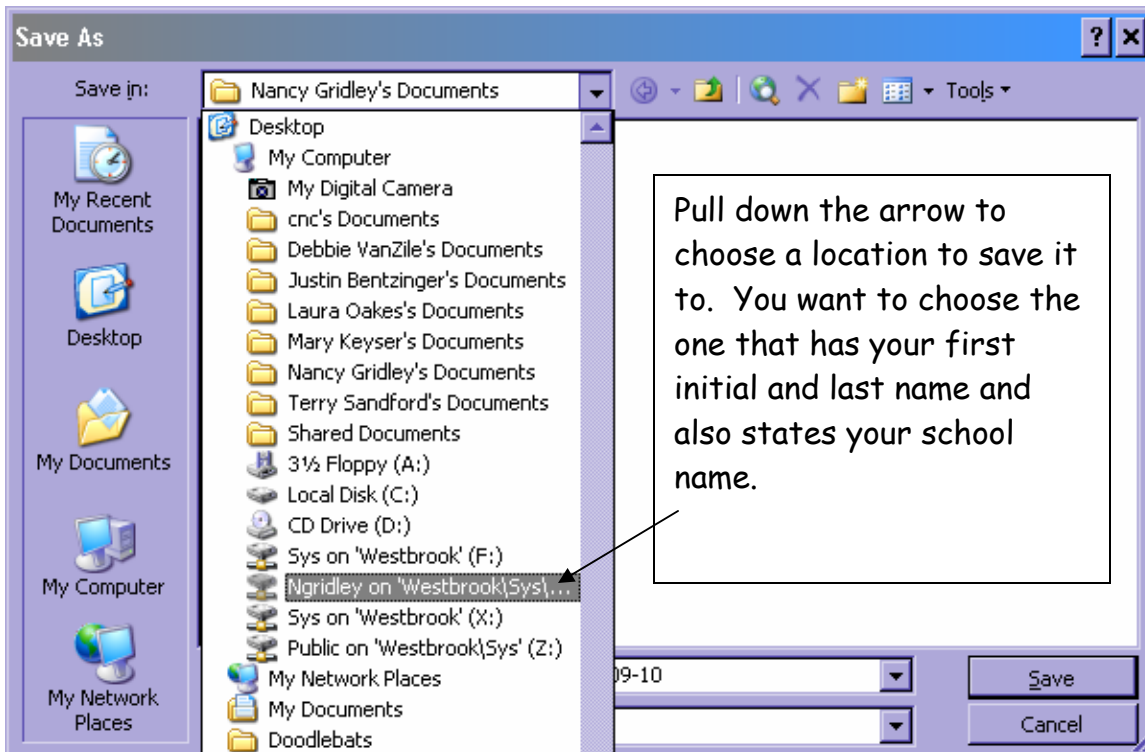
Board Office Use ONLY-- days used to date			
	Personal Days		Vacation
	Illness in the Family		School Business
	Sick		

Friday or Monday? Yes
Before/after holiday? Yes

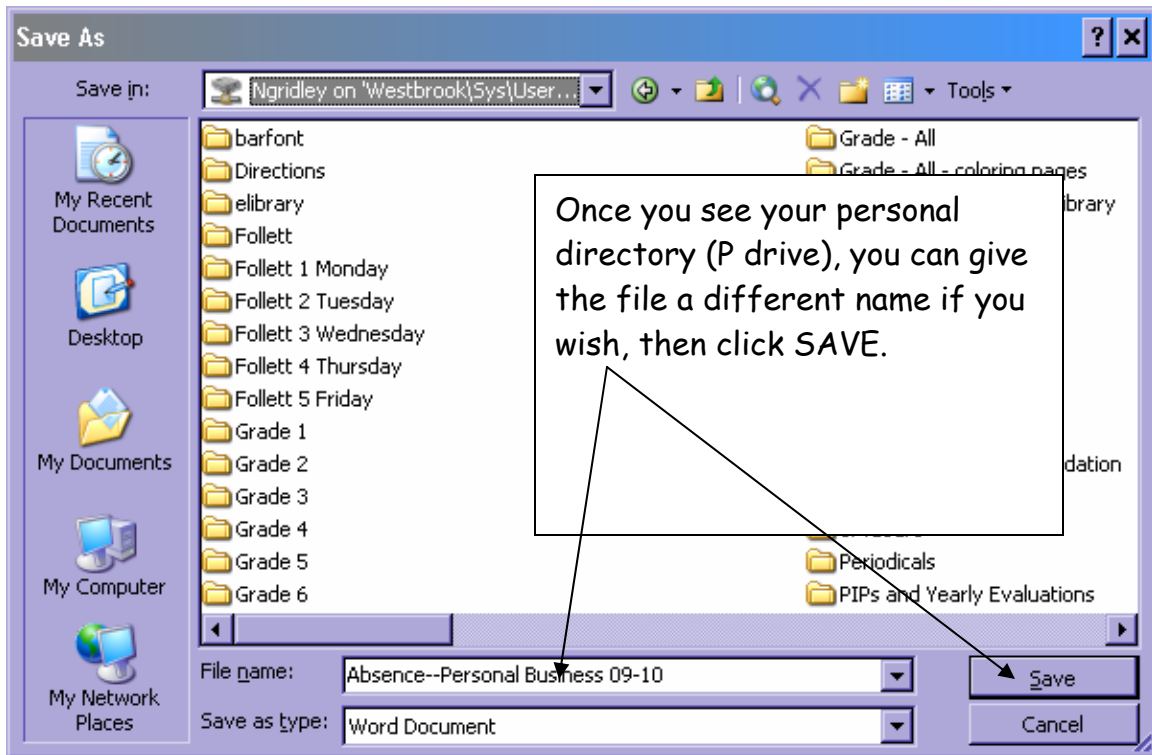
Family Relationship to you: _____

File Edit View Insert Format

New
Open... Ctrl+O
Save Ctrl+S
Save As...
Page Setup...
Print... Ctrl+P
Send
Import and Export...
Properties
Work Offline
Close



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