



Digital Interdistrict Transfer Process for Families



Interdistrict Transfers are going paperless for all districts in Humboldt County, with the goal of making the process easier and more trackable for everyone!

How to submit an Intradistrict Transfer request on Informed K12

1. **Access your form:** All you need is a link to fill out a form online (no account or app download required).

- This link can be accessed at hcoe.org/inter-district or from your district's enrollment page.
- **Don't have a computer?** Ask your district about accessing a kiosk.

2. **Enter your name + email:** Then click "Go to form."

3. **Fill out the form:** Add details about your request (reason for request, employment change, etc).

- Red fields are required, yellow are optional fill
- Ignore fields that are not fillable; these will be updated at a later step

4. **Save progress as needed:** Click "Save Progress" in the top right corner, if you start a request but aren't ready to submit it yet. You'll get a link to the draft by email, so you can edit and submit at a later date.

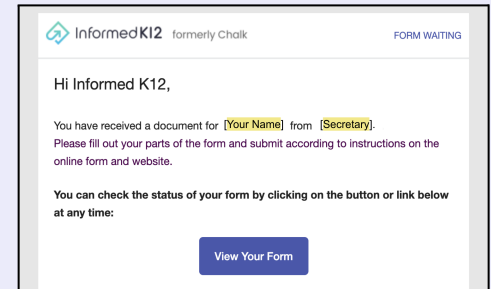
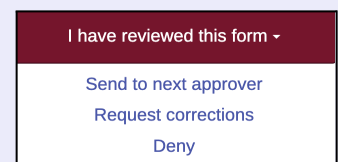
5. **Submit your form to your child's current district (DOR):** Find "Continue" to submit your form. Select your District from a dropdown, then "Send to recipient."

6. **Check your email:** You'll get a copy of your initial request now, then a copy of the completed form later — refer back to this link at any point to check progress!

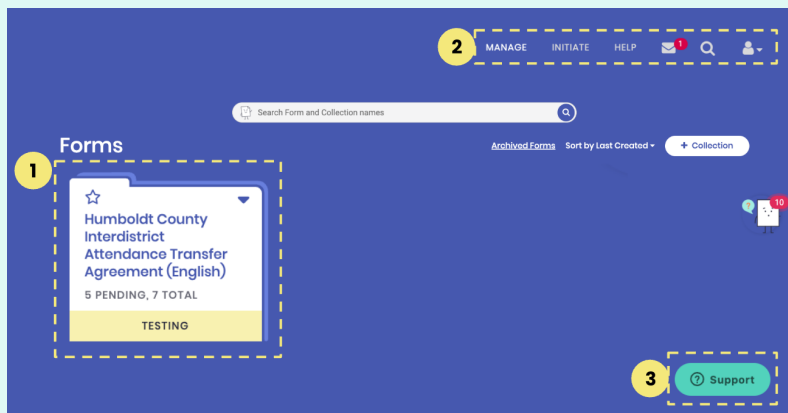
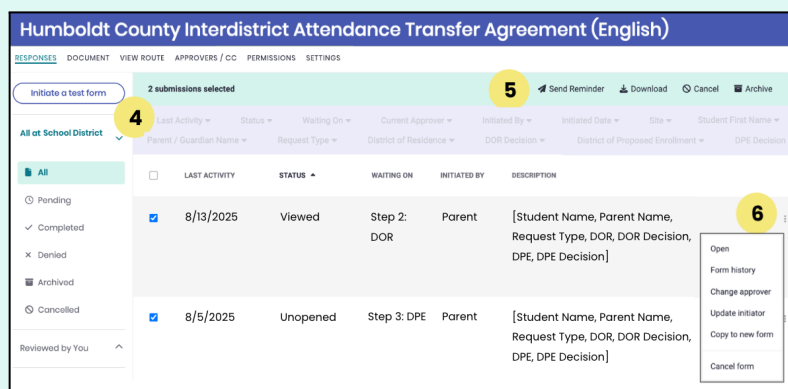
Questions? Check out our [Help Center](#) or email Support@InformedK12.com

How to approve forms with Informed K12

- Access your form:** You will be notified when a request has been sent to you by email *and* through Informed K12
- Follow the link:** Click “View Your Form” to review and complete your sections
- Take action on the form:** At the bottom of your window, you’ll see an option to click “I have reviewed this form”
 - Send to next approver:** If all is in order, send it to next approver and select the person’s role/email from a dropdown
 - Request corrections:** If something isn’t right, send it back to an earlier initiator/approver with a note about what needs updating
 - Deny:** If the request is not appropriate, you can deny it — this will kill the form, removing it from the approval process altogether
- Check status:** Monitor your form’s progress via the Responses page (below)

Navigating within Informed K12’s Home Page + Responses Page

- See submissions:** Click a form to see everything you have submitted, approved, or helped manage for a site/dept
- Manage pending requests:** In addition to email notifications, the envelope icon will alert you when a request is waiting on you
- Contact support:** Connect with IK12!
- Initiate form:** Start a new request
- Send reminders, download:** Select a pending submission (or multiple) to send a reminder, and bulk download data as a PDF or CSV
- Cancel or copy forms:** Click to the right of a submission to see an option to view, cancel, or copy the existing request

