Informed K12 Guide for OCM BOCES Form Initiators

BOCES is going paperless!

- You do not need an account to fill out forms for context, Informed K12 accounts are reserved for office managers and administrators who manage or approve forms
- All you need is a link to fill out a form online with Informed K12

How to complete and submit a form for approval with Informed K12

- 1. Access your form: All links can be found on the OCM BOCES website (www.ocm boces.org)
- Enter your name + email: Click on "Go to form" to fill it out (remember, you don't need an account!)
- 3. **Complete the form:** Red fields are required, while yellow fields are optional
 - Not ready to submit?
 - Click "Save Progress" in the top right corner of the form
 - You'll get a link to the draft by email, so you can edit / submit at a later date
- 4. **Sign it:** Add a signature to confirm that you read it
- 5. Submit the form: Find "Continue" to submit your completed form
- 6. Send it to the next person: Select the person's role + email from a dropdown, then click "Send to recipient"
- 7. Check your email: You'll get a copy of your initial responses now, then a copy of the completed form later refer back to this link at any point to check on its progress!

Questions?

Check out our Help Center or email Support@InformedK12.com.

PART I - To be completed by th	e district requesting the	cross contract		
School District Requesting Service:				
Address (Street, City, State, Zip):				
Service Requested:				
From (name of BOCES providing s	ervice):			
ICTE: Signature indicates availability of Intrint budget to pay for naid request \$2	f funds in the DSD 46. Estimated	Cost \$		
			Date:	
Superintendent of Schools Signatur	e			
ITTACH ALL NECESSARY ADDITIONAL INF	XMATION - Le., numbers, names of	of participants, etc.)		
ADT II - To be completed by	the LOCAL BOOSE Divisio	t famericken den	-	
PART II - To be completed by	the LOCAL BOCES Distric	t Superintendent	t	
PART II - To be completed by It is hereby requested that cross-co	the LOCAL BOCES Distric	t Superintendent le with the	L	
PART II - To be completed by It is hereby requested that cross-co	the LOCAL BOCES Distric	t Superintendent le with the BOCE	t S to provide the ser	rice listed above.
PART II - To be completed by It is hereby requested that cross-co	the LOCAL BOCES Distric	it Superintendent ie with the BOCE	t S to provide the serv Date:	rice listed above.
PART II - To be completed by It is hereby requested that cross-o	the LOCAL BOCES District infract arrangements be mad	t Superintendent ie with the BOCE	t S to provide the serv Date:	rice listed above.
PART II - To be completed by It is hereby requested that cross-o .coal BOCES District Superintender socces name:	the LOCAL BOCES Distric pricact arrangements be mad	t Superintendent	E S to provide the serv Date:	ice listed above.
PART II - To be completed by It is hereby requested that cross-o	r the LOCAL BOCES Distric intract arrangements be mad	t Superintendent le with the BOCE FORWARD, DISTRUCT SUP PROI	S to provide the serv Date:	ice listed above.
PART II - To be completed by It is hereby requested that cross-o ocal BOCES District Superintender SOCES Name:	r the LOCAL BOCES Distric Intract amongements be mad	t Superintendent le with the BOCE FORMARD, DISTRUCT SUP PROI	S to provide the serv Date:	ekce listed above.
ART II - To be completed by It is hereby requested that cross-o ocal BOCES District Superintender BOCES Aureu: BOCES Address: PART III - To be completed 1	r the LOCAL BOCES Distric attract amagements be mad it's Signature by the District Superintent	t Superintendent ie with the BOCE DISTRICT SUP PROI	S to provide the serv Date:	rice listed above.
ART II - To be completed by It is hereby requested that cross-c coal BOCES District Superintender COCES Name: PART III - To be completed I Co-Set #	r the LOCAL BOCES Distric ntract arrangements be mad C's Signature y the District Superintens Activity	e with the BOCE	S to provide the sen Date: Date:: Date:: Date:: Date:: Date:: Date:: Date:: Date::: Date:::: Date::: Date::: Date:::: Date:::: Date:::: Date:::: Date:::: Date::::: Date::::: Date::::::::::::::::::::::::::::::::::::	rice listed above.
PART II - To be completed by It is hereby requested that cross-c coal BOCES District Superintender BOCES Name: PART III - To be completed II CoSet # Title of Senice	r the LOCAL BOCES Distric Intract amongements be mad it's Signature by the District Superinten Activity	e with the BOCE	S to provide the sen Date: Date:: Date:	E Trylice
PART II - To be completed by It is hereby requested that cross-c and BOCIS District Superintender DOCIS Advect PART III - To be completed II Co-Set # The of Santon	r the LOCAL BOCES Distric refused amagements be made the Signature of the District Superintenen Activity	et Superintendent le with the BOCE DISTRUCT SUP PROV dent of the BOCE	E to provide the sen Date:	ice listed above.
ART II - To be completed by It is hereby requested that cross-c and BOCES District Superintender Social Same: PART III - To be completed 1 Co-Set # Trite of Samica page data ing page data in	the LOCAL BOCES District transportation the district Superinters Activity Activity COMBINE constraints	et Superintendent le with the DISTRICT SUP PROVADD dent of the BOCE	S to provide the ser Date: Date: ALL COPES TO THE ERINTENDENT OF TH TOTNG BOCES Sproviding the se Service Code at app	Rice listed above.
ART III - To be completed by coal BOCES District Superintender coal BOCES District Superintender COCS Name: COCS Address: COCS Address: COCS - Address:	the LOCAL BOCES District Intext analysmeth be made the District Superintere Activity	A Superintendent Se with the BOCE FORMAD DISTRICT SUP PRO dent of the BOCE DI RATE UNIT: \$	S to provide the sen Date Date Lacometers TO THE Seministrator OF TH TDING BOCES Sproviding the se Service Code strapp	rke listed above.
ART II - To be completed In t is hereby requested that cross-c and BOCES Datret Superintender COCS Name: PART III - To be completed I CO-Set # The of Same: PART III - To be completed I FIE FIE FIE FIE FIE FIE FIE FIE FIE FI	the LOCAL BOCKS District related analysments be mad- Cs Signature the District Superinteen Activity	A Superintendent le with the BOCE PCRVARD, DISTRICT SUP PRO- BOCE PCRVARD, PCR	E S to provide the sen Date: ALL COPES TO THE EXAMPLET OF TH EXAMPLET OF TH EDITORS BOOS S providing the se Service Code at sen	e listed akove.
ART II - To be completed by and ROCES District Superintender cost ROCES District Superintender COS and COS et al	the LOCAL BOES Desires without amangements be mad this Signature this Signature this District Superintians Activity Constant RE PROF.	A Superintendent le with the BOCE DISTRUCTOR DISTRUCTOR PROV dent of the BOCE DISTRUCTOR PROV DISTRUCTOR DISTRUCTOR	E Date: Date: ALL COPERS TO THE ENVIRENCES TO THE ENVIRENCES TO THE ENVIRENCES TO THE ENVIRENCE Code at new Service Code at new Service Code at new Co	rvice rvice
ART II - To be completed by trans- cond BOCES Distret Superintende cond BOCES Distret Superintende COSS and CO	the LOCAL BOCKS Description that an any enterts be made the District Superinters the District Superinters Rel 10%L Constant Offware	It Superintendent E with the BOCE COMMEND COMM	So provide the second part of the second part	rice listed above.