



Form/Color Key Selah School District Forms

FORM	COLOR	
<i>Recommendation Form</i>	Green	
<i>Change of Status Form</i>	Pink	
<i>Supplemental Request</i>	Yellow (School Starts in an ODD year; 25, 27, 29...)	Lavender (School starts in an EVEN year; 24, 26, 28...)
<i>Admin Supplemental Pay Authorization</i>	Salmon	
<i>Request for Leave/Maternity/FMLA</i>	Buff	
<i>Request for Donated Leave</i>	Pink	
<i>Request to Donate Leave</i>	Lavender	
<i>Supplemental Time Sheet</i>	Green - ½ sheet	
<i>Travel Request Form</i>	Blue	
<i>Expense Reimbursement Form</i>	ONLINE ONLY (Skyward)	
<i>Employee Expense Taxable Form</i>	Tan	
<i>Accident/Incident Report (L&I)</i>	Yellow	
<i>Supervisor's Accident Report (L&I)</i>	Pink	
<i>Witness Statement (L&I)</i>	Tan	

All forms show the current color in the bottom right hand corner of the document.