



Informed K12 Guide for EC Pre-K Notification

Craven County School District 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:

[PreK Notification Form](#) or scan:



2. 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. Submit the form: Find “Continue” to submit your completed form to Lois Stevens

5. Send it to the next person: Select Lois Stevens + email from the dropdown, then click “Send to recipient”

6. 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 loisjean.stevens@cravenk12.org