

BROWNSBURG COMMUNITY SCHOOL CORPORATION

TIME OFF REQUEST and SUBSTITUTE REQUEST FORM

PERFECT FORMS

Staff Quick Reference Guide

BCSC uses an electronic form for all employees to request and report all types of time off work. The online form is processed thru a system called Perfect Forms. The Time Off Request form is also used as the Substitute Request form if you work in a position that requires a substitute. The electronic form can be accessed from any corporation computer by clicking on the Staff Resource folder found on the desktop. Within the Staff Resource folder, click on the current year "Time Off Request".

Included in this packet:

- 1.) How to create a shortcut on your mobile device to the Time Off Request form
- 2.) How to access the Time Off Request form from computers outside the corporation
- 3.) Important notes regarding use of the form
- 4.) Screenshot of the Time Off Request and Substitute Request form
- 5.) How to approve Perfect Forms as an "approved" sender in Outlook
- 6.) How to create a rule in Outlook to organize all Perfect Forms Notifications



PERFECT FORMS 2026-27 TIME OFF REQUEST ON YOUR MOBILE DEVICE

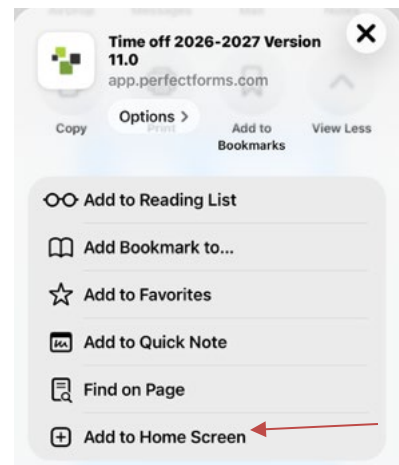
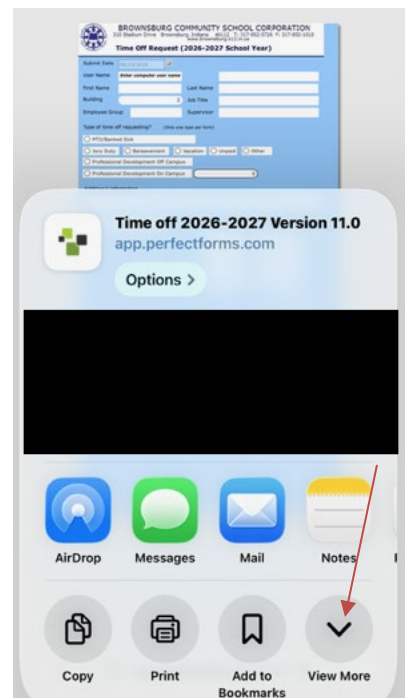
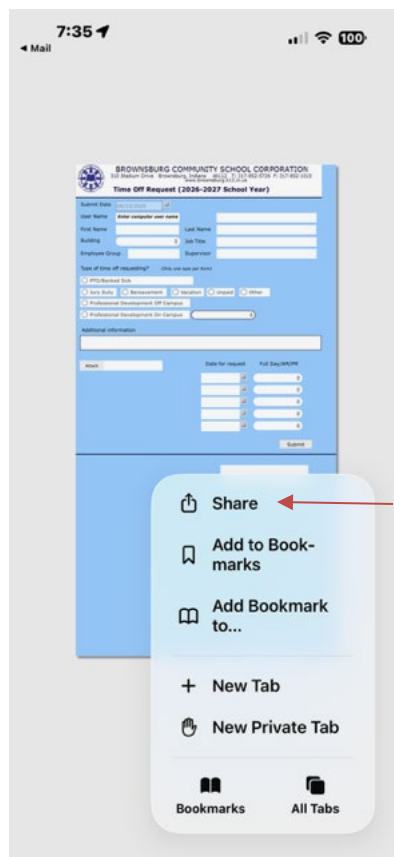
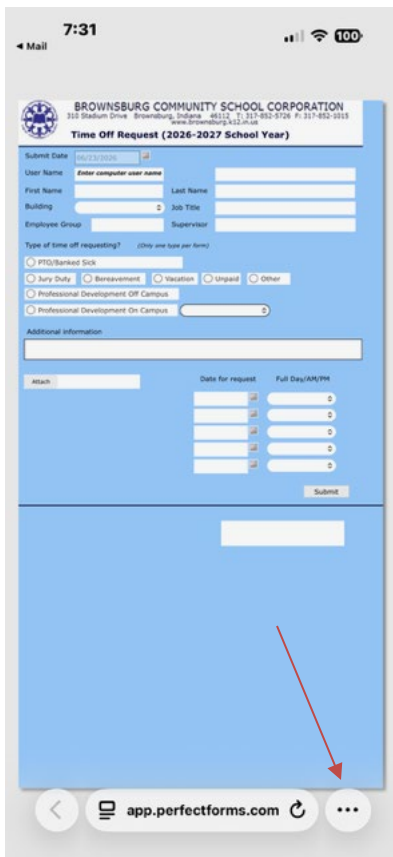
To create a shortcut on your phone to the Time Off Request form, visit the Perfect Forms link from your mobile device and:

Droid Products

Just click the "MENU" button and add a bookmark.

Apple products:

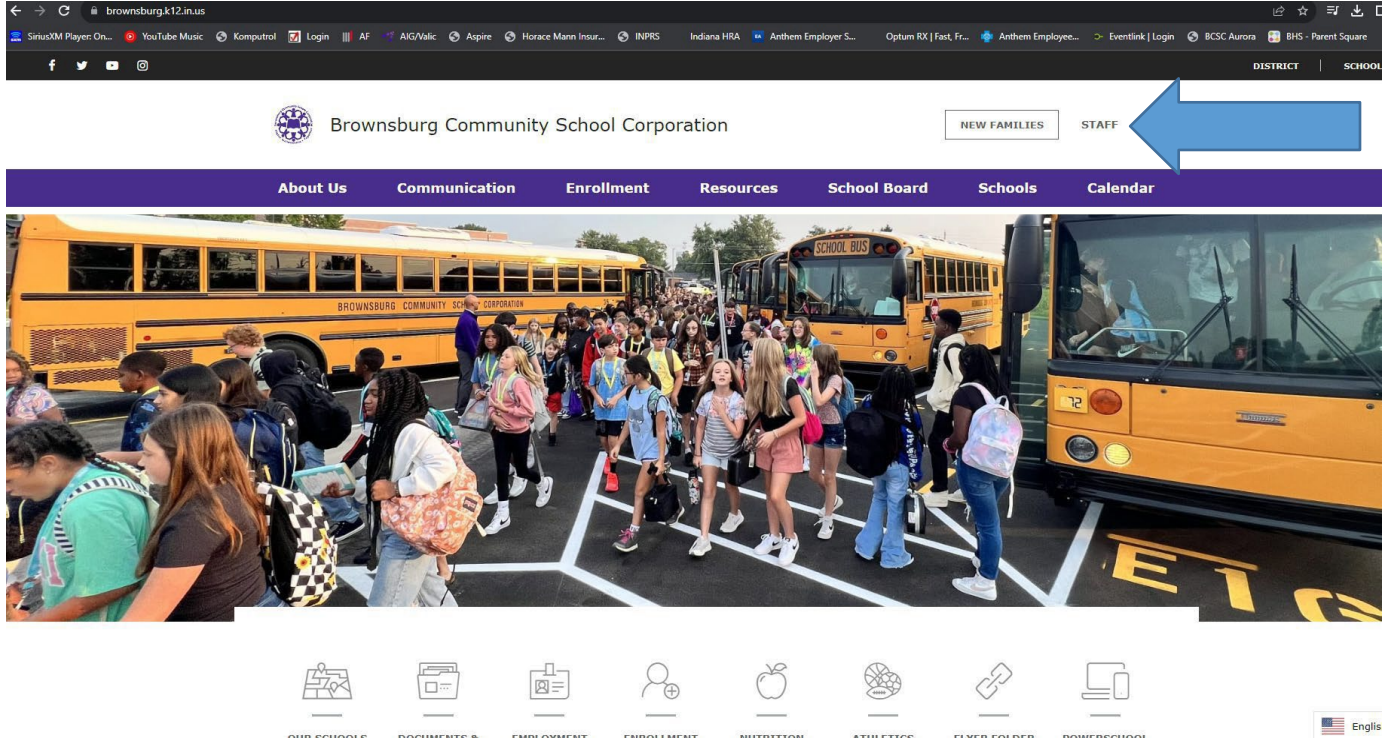
Click the three dots of the bottom of your screen, choose Share, View More and scroll down to click "Add to Home Screen." (photos below)



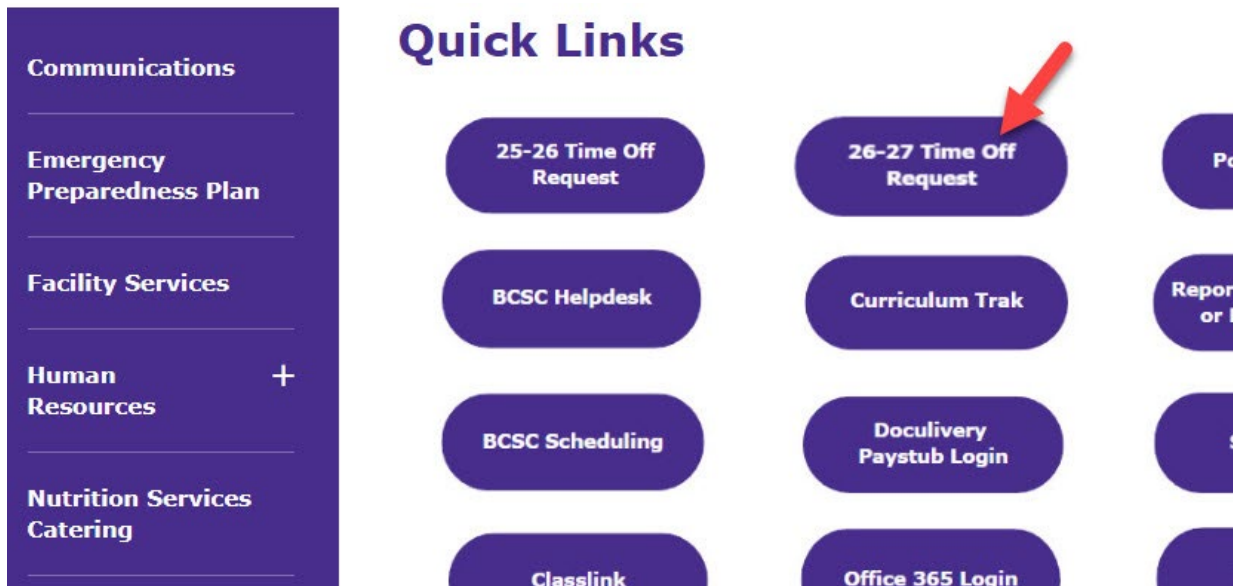
How to locate the Time Off Request, Professional Development, and Substitute Request Forms from computers outside the Corporation:

Go to: www.brownsburg.k12.in.us


1.) Sign in at the top right of the screen.



- 2.) Enter your computer login information: username (include @brownsburg.k12.in.us) and Password
- 3.) Click on the “(current school year) Time off request” option



4.) You will then be able to complete the form. After entering your username, click Tab.



BROWNSBURG COMMUNITY SCHOOL CORPORATION
310 Stadium Drive Brownsburg, Indiana 46112 T: 317-852-5726 F: 317-852-1015
www.brownsburg.k12.in.us

Time Off Request (2026-2027 School Year)

Submit Date

User Name

First Name Last Name

Building Job Title

Employee Group Supervisor

Type of time off requesting? *(Only one type per form)*

PTO/Banked Sick

Jury Duty Bereavement Vacation Unpaid Other

Professional Development Off Campus

Professional Development On Campus

Additional information

Attach	Date for request	Full Day/AM/PM
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

IMPORTANT NOTES regarding the Time Off and Substitute Request Form

Reporting ALL time off

ALL time off (sick, family illness, personal and others) MUST be reported using the Perfect Forms system. This is especially important due to the substitute request link.

All staff members MUST report absences using Perfect Forms even if no substitute is needed.

Emergency Telephone Line for Reporting an Absence / Requesting a Substitute

The online system MUST be used whenever possible. For emergency reporting and/or requests, please call (317) 852-1006 to leave a message for our substitute coordinator.

Changing or Canceling a Time Off and/or Substitute Request

After submitting a Time Off Request you will receive a CANCEL OPTION via e-mail. If a change or cancellation of the time off request is needed the request must be cancelled and resubmitted with the new information.

Time Off Requests after 8:30 a.m. for the **SAME DAY if a substitute is needed**

You must call Central Office (852-5726 or ext. 2050) if you are reporting an absence after 8:30 a.m. for the same day. A Time Off Request will be entered for you by Human Resources and a substitute will be secured. Verification of the Time Off Request will be sent to your e-mail.

Time Off Using Different Types of Leave Days

If you are submitting a Time Off Request and will be using two different types of leave days (e.g. PTO and Bereavement) separate Time Off Requests must be made for each type of leave.

Family Medical Leave (FMLA)

Time Off Requests related to an APPROVED Family Medical Leave must be submitted as Sick/Family Illness. In the "Additional Information Requested" section, please indicate "FMLA".

Having a Record of Your Request

Upon completion of a Time Off request, you will receive verification via e-mail. The verification will be titled "CANCEL OPTION". This is, obviously, the cancel/change option if needed and also serves as the record of your request. It is suggested you retain copies of these messages in a folder in your Outlook account should you need it for reference.

ADD a SENDER as an APPROVED SENDER in OUTLOOK

Sometimes PERFECT FORMS is blocked as a sender and therefore you will not receive the CANCEL option or APPROVED notice e-mails in your inbox. One way you can help Outlook achieve better spam filtering accuracy is by adding known senders to its list of *Safe Senders*. This makes sure mail from these senders always goes directly to your Outlook Inbox, no matter what the junk mail algorithm might think. You can also whitelist complete domains using *Safe Senders*

Add an Address or Domain to Safe Senders in Outlook

- Select *Actions / Junk E-mail / Junk E-mail options..* from the menu in Outlook
- Go to the *Safe Senders* tab
- Click *Add..*
- Type the email address or domain name you want to whitelist
 - To add a single address type heinz@example.com, for example
 - To add a complete domain type "example.com", for example
 - To make sure sub-domains are not automatically whitelisted when you add a domain, include the "@" sign: "@example.com", for example. In this case mail from heinz@heinz.example.com will not be whitelisted
- Click *OK*
- Click *OK* again

If you already have a message from the sender you want to add to the *Safe Senders* list in your *Outlook Inbox* (or the *Junk E-mail* folder), the procedure is even easier:

- Open a message from the sender (or a sender at the domain) you want to add to *Safe Senders*
- Select *Actions / Junk E-mail* and then *Add Sender to Safe Senders List* or *Add Sender's Domain (@example.com) to Safe Senders List*

CREATE an E-MAIL RULE in OUTLOOK

Now that you have added PERFECT FORMS as an APPROVED SENDER in Outlook you can create a rule to automatically move all PERFECT FORMS to a designated folder.

- Click on the *Folder* tab in Outlook Client
- Click on your *Inbox* or *Cabinet* – whichever location you prefer the folder to be created
- In the Top *Toolbar* or *Ribbon* Area, click on the *New Folder* icon. In the box that opens type the name of the folder and click *OK*
- Click on the *Home Tab* of the *Ribbon* and choose *Rules; Create Rule*

CREATING an E-MAIL RULE (Continued)

- All Time Off Requests will come from PERFECT FORMS
 - Select *From Perfect Forms*
 - Select *Move the item to folder*
 - Browse to the folder you created above
 - Click *OK*

Now any e-mails that arrive in your inbox from PerfectForms will be automatically moved to this folder for you to check each day.

Further technology information and training videos are available by clicking on the shortcut found in the Staff Resource folder on your computer desktop titled Tech Training



Time Off Request (2026-2027 School Year)

Submit Date

User Name

First Name Last Name

Building Job Title

Employee Group Supervisor

Type of time off requesting? *(Only one type per form)*

PTO/Banked Sick

Jury Duty Bereavement Vacation Unpaid Other

Professional Development Off Campus

Professional Development On Campus

Additional information

Date for request	Full Day/AM/PM
<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text" value="v"/>
<input type="text"/>	<input type="text" value="v"/>



Professional Conference Request Application

Complete all informaton and submit the entire Application form to Central Office for approval as soon as possible, but at least ten working days prior to the registration deadline.

Submit Date

First Name Last Name

Building Job Title

Supervisor E-mail

Date for request	Full/AM/PM	Employee Group
<input type="text"/>	<input type="text" value="Choose One"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Choose One"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="Choose One"/>	Do you need a substitute?
<input type="text"/>	<input type="text" value="Choose One"/>	<input type="radio"/> YES <input type="radio"/> NO
<input type="text"/>	<input type="text" value="Choose One"/>	

Name of event

Location of event

Is this an I.U. Conference? Yes No

Is this on BCSC campus? Yes No

Scan and attach descriptive materials and completed registration form.

- Option 1
- Option 2
- Option 3

Professional Conference Request Application

Expense	Expected Cost

Calculate mileage

miles x =

Calculate meals

days x =

Calculate Substitute Cost

1/2 x =

full x =

Total sub

Press + to add Expenses and trash can to Remove.

Total Expected Cost

Itemized receipts are required for reimbursement. Upon return from the conference, please submit an accounts payable voucher, your approved copy of the Conference Request Application form and itemized receipts in order to be reimbursed. Payment will be made after the next regularly scheduled board meeting. The corporation will not reimburse for membership costs, tuition for credit expenses or alcohol.

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Submit