

## **Complete the Summer School Staffing Survey**

In-district employees who worked in Summer School 2017 have been sent a Skyward survey three times. The survey is in the Employee Access Portal of Skyward. If you are having a problem finding the form, please follow the directions below:

1. Go into **Employee Access of Skyward**
2. Click on Employee Information
3. In the drop down menu box you will see Online Forms
4. Click on Online Forms
5. You will see the 2018 Summer School survey either in the New, In-Progress, or Completed sections
6. You can start, complete, or change your form
7. Make your selection and then click Save or Save and Print which will then take you back to page one.
8. Click "I have completed this online form" and then "Finish" located again on the lower right corner.
9. Click Next located on the lower right of page one to complete the form.
10. The form has been successfully submitted when you receive a confirmation e-mail.

It is important that you follow the directions and complete the survey. We will conduct our staffing for Summer School 2018 using the information that is gathered through this form. The current in-district survey for SS 2017 employees is open at this time. Later in December, we will open the survey for all in-district employees. In January, we will open the survey to out-of-district employees who worked in Summer School 2017. We will fill the positions based on the responses to the Skyward survey. Be SURE to complete your survey accurately and in a timely manner. Thank you!

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