Request for Flexibility Automated Form Help Guide

Purpose: To understand the process of filling out and submitting the automated RFF process.

1.) Click on the link on Charter System site under RFF. Log in with your Fulton County credentials. Initially, only the chair and the principal will be able to access the form. You will be able to add other members of the council to have access to the form. Once you have logged in, click on the blue button that says “Start Request”

2.) The form may take a few minutes to load. Once the form opens, you will notice that the top of the form has a cream colored accent. This is to highlight sections of the form that must be completed for submission. Once you have filled out all of the required boxes, the cream colored accent will turn white.

3.) The chair or the principal can add other members of the School Governance Council to have access to the form. A person must have a working Fulton County email address to access and submit the form. Simply type of the names of the

**Filling out the Form:**
Continue to fill out the form either by typing text or checking boxes where necessary.

1.) Place a check in the box that most closely matches your request. If you feel like your request does not match any of the items listed, please check “other”.

![Select the topic(s) that most closely fits your request](image1)

2.) There are places in the form that allow you to add documentation or attachments for any research, data, or narratives that support your request. Click on the green plus sign. Doing so will bring up a box that will allow you to browse your computer to choose the necessary document(s).

![Supporting documents](image2)

3.) Please select at least one department box of where you feel your request has the most impact. You may select more than one box. If you do not see a department that is impacted by your request, or you are unsure, please select other. Whichever departments you select, a drop down will appear asking you to answer questions provided by those departments.
4.) Please answer the questions to the best of your ability. This will help in the feedback process for your request.

5.) The final section of the form, asks you to outline any budgetary impact that will occur from your request. You can check the various line items in the budget to fill out what dollar amount will be needed each year. You are able to check more than one box and the form will automatically calculate the totals.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Proposed Funding Source(s) Year 1</th>
<th>Amount Budgeted* Year 1</th>
<th>Proposed Funding Source(s) Year 2</th>
<th>Amount Budgeted* Year 2</th>
<th>Proposed Funding Source(s) Year 3</th>
<th>Amount Budgeted* Year 3</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Fund</td>
<td>1,000</td>
<td>General Fund</td>
<td>500</td>
<td>N/A</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
6.) At the end of the form you will see two buttons. One button allows you to save your form and come back to finish later. The other button allows you to submit the form once you have completed all necessary sections to the best of your knowledge. When you are ready to submit, click the corresponding button.

7. The person that submitted the request should receive a confirmation to their Fulton County email letting them know that the submission was successful. It may take a few minutes to receive the email.

The next help guide will go over how to make edits and print to a PDF.