

Instructions on filling out a fillable PDF to return your substitute profile update:

For mobile users—

- Apple
  - Scroll down to the bottom of your email > Click on the document (Sub Profile Update 2023-24)
  - You will be able to start filling it out by clicking on the line.
    - Fill out your information > Select input > Done
  - Go to the bottom left of the screen, click  > click 'Mail' > enter [subservice@r8esc.k12.in.us](mailto:subservice@r8esc.k12.in.us) on the 'To' line > 'Send'.
  
- Android
  - Scroll down > Click on the document (Sub Profile Update 2023-24) > click download (bottom middle)
  - After it says download complete, pull down the top of your phone screen > click on the file name
  - 'Open with', click on drive  > click the button on the bottom right side (circle with a pencil)
  - Press back button (top left button) > on the top right side, click the 3 dots > send file
  - Find your email app, click the app > enter [subservice@r8esc.k12.in.us](mailto:subservice@r8esc.k12.in.us) on the 'To' line > 'Send'.

For Windows (computer)

- Open email > click 'Sub Profile Update 2023-24' > here you will be able to start filling it out
- Click 'save' or 'download' > type what you would like to save it as.
- Open email > click 'New Message' or 'Compose' at the top > on the To line type [subservice@r8esc.k12.in.us](mailto:subservice@r8esc.k12.in.us)
- Next to the picture of a paper clip it will say 'Attach' (click that) > search for your file in your computer > click it > send