

FOR SCHOOL STAFF: HOW TO SUBMIT AN ONLINE REPORT



app.droplet.io/form/KXGYVN

Access the report

Use the QR code or link above to access the reporting platform

1

Select the report type

Choose student injury, employee injury, other injury, or property damage

2

Enter your school and district

Reports will be automatically routed to the correct people

3

Fill out all fields

Fields will auto populate based on your responses. Some may ask you to attach documents

4

Submit the report

The report will make it's way through pre-designated individuals until it lands at RESIG

5



**TRAINING
VIDEO**