

**FOR SITE AND
DISTRICT ADMIN:
RECEIVING AN
ONLINE
REPORT**



app.droplet.io/form/KXGYVN

**Receive email
notification**

When school site staff submits a report for your review, you will be automatically notified through email

1

Approve report

Click the link in the email to review and approve, no account needed

2

RESIG reviews

The correct department at RESIG will receive your approved report automatically

3

Missing info?

Questions from RESIG will automatically be routed back to the submitter to respond

4

**Receive completed
report**

Once RESIG completes review, you will receive an email with a copy of the completed report

5



**TRAINING
VIDEO**

RESIG

Questions? Contact nthysell@resig.org (707) 836-0779 x 121