InformedK12 Instructions Guide

Finding the Status of Your Submission

Initiators without accounts may see a quick view of the status of their submission by accessing the form via the link emailed to them. Account-holders may see a detailed view of the status for each submission, as well as the ability to send reminders to the current approver if a form has been waiting.

Non-Account Holders

At any point during the routing process, initiators may access their form link (emailed to them after saving or submitting) and view the status in the top header of the form.

Currently on **Step 6: Assistant (review)** of **17**

Submitted on 02/23/2026

Account-Holders

1. Access the Search page by clicking **Manage**, then click the form you wish to look under.
2. [Optional] Enter any search criteria to filter your search results.
3. Within the table you can see the latest activity status of the form, the date and time, and who the form is currently waiting on for review/approval.

	LAST ACTIVITY	STATUS	WAITING ON ▲	INITIATED BY	DESCRIPTION
☐	07/28/2023 11:29am PDT	Reopened	↩ Step 6: Administrative Services | Kiley Zieker [Executive Assistant]	Test Submission	R0000092, 2024, Open PO, Disneyland, Basic Needs, Jane Doe, Total Cost: 500.00, 103001, 30001, 4301, 499900