

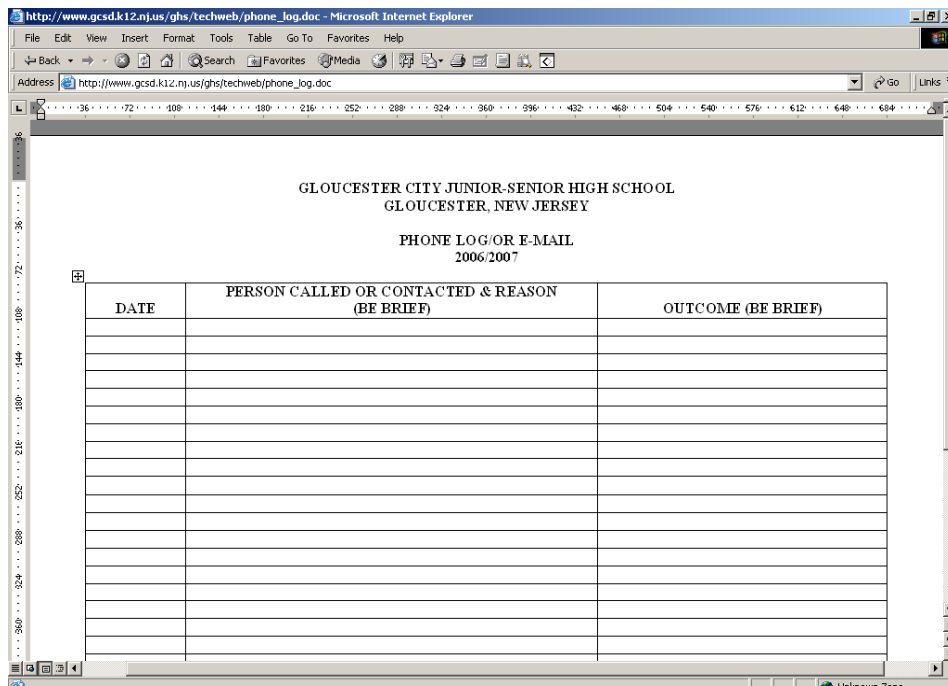
Instructions for Using Downloadable Forms

Click on the Link for the Downloadable Form you need.



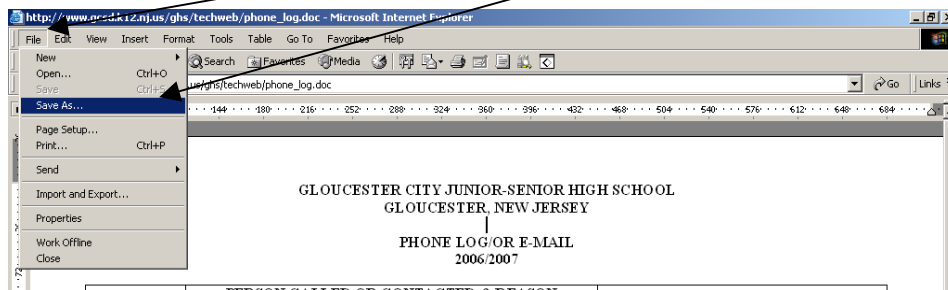
The screenshot shows a website with two main navigation sections: 'Links' and 'Staff Forms'. The 'Links' section contains a vertical list of blue links: Emergency, Principal's Message, Alumni, Athletics, Calendar, Family and Friends, Guidance, SLC, Staff Directory, Staff Web Pages, Tech Web, GCSD Home, and GHS HOME. The 'Staff Forms' section contains a grid of blue links: Teacher Phone Logs Form, Monthly Supplies, Syllabus Form, Parking Registration, Seating Chart Form, Staff Emergency Phone Numbers, Contingency Plans, Grade 7-11 Failure Notices, and Grade 12 Failure Notices. Below these sections is the 'GOAL CENTERS' logo and a 'Washington WebQuest' link highlighted with a blue box. To the right of the logo are links for 'Directions to GHS' and 'Gloucester City Weather'. An arrow points from the text above to the 'Teacher Phone Logs Form' link.

The form will open in Internet Explorer and look like this



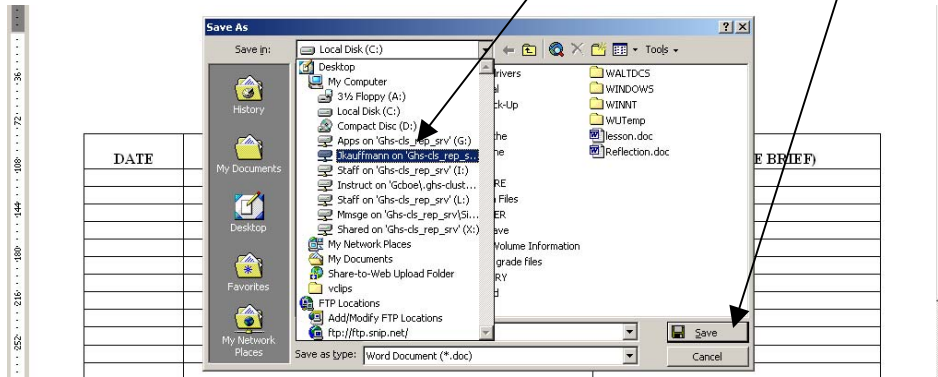
The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: http://www.gcsc.k12.nj.us/ghs/techweb/phone_log.doc. The page content is centered and reads: GLOUCESTER CITY JUNIOR-SENIOR HIGH SCHOOL, GLOUCESTER, NEW JERSEY, PHONE LOG/OR E-MAIL, 2006/2007. Below this text is a table with three columns: DATE, PERSON CALLED OR CONTACTED & REASON (BE BRIEF), and OUTCOME (BE BRIEF). The table has 11 rows, with the first row containing the column headers and the remaining 10 rows being empty.

Click on File → Click on Save As



The screenshot shows the same Microsoft Internet Explorer browser window as in the previous image. The 'File' menu is open, and the 'Save As...' option is highlighted. The rest of the page content, including the school name and the phone log table, is visible in the background.

When prompted, Navigate to Your H:Drive, then Click on Save



At this point, close Internet Explorer. open WORD, and then locate the file on your H:Drive. You should complete the form using WORD and then send the completed form to the appropriate person as an email attachment. The saved file will remain in your h:drive for your records.