



CHESTER UPLAND SCHOOL DISTRICT

Technology Department

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How to Submit Technology Forms

To E-mail Form:

1. Open Form
2. Fill out all necessary information
3. Click File
4. Click Save as
5. Save file to location on computer, either desktop or My Documents
6. Open your email
7. Click new email
8. Select "Add attachment"
9. Attach form you saved to your computer
10. Send email with attachment to cusdhelpdesk@chesteruplandsd.org

To Fax Form:

1. Open Form
2. Fill out all necessary information
3. Click Print Form
4. Fax Form to 610-447-3584 Attention: CUSD Helpdesk