

# **INSTRUCTIONS FOR SUBMITTING THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE REQUEST FORM**

- Go to [www.leonschools.net](http://www.leonschools.net). Make sure you are using Internet Explorer
- Click on Departments
- Click on Leave Accounting
- There is a section called COVID-19
- Click on the Families First Coronavirus Response Act Leave Request Form
- This form is fillable so type in all of your information
- Click Submit
- Once you do that, a box will pop up asking you how would like to send this email
- Choose the default and press continue
- The email will come up
- At this point you can attach your physician's statement and hit send.
- All done