**Submitting 12 Month Funding Final Report**

To begin your submission process:

1. Go to <https://www.clemson.edu/extension/scaged/twelve-month-funding/index.html> and select the “Final Report” link in the right column.
2. At a minimum, fill out the top section of the form from year to email.
	1. You may fill out more or all of the form at this time.
3. To save your progress scroll to the bottom of the form, complete the “I’m not a robot” captcha, and click the “Save” button.
4. You will then receive an email that contains a unique link. This will be the link you use to access the uncompleted form. Please note that the email address used will be the one provided at the top of the form.

To resume editing:

1. Follow the link in the email from the previous section.
2. You will now see your form with the previously entered information.
3. Continue filling in information.
	1. You can stop and save as many times as you’d like.
4. To save your progress scroll to the bottom of the form, complete the “I’m not a robot” captcha, and click the “Save” button.
5. No email will be sent at this time, please continue to use the link from the email in the previous section.

To submit the form:

1. Make sure all information has been added.
2. Attach any supporting documents that you need to provide.
3. Scroll to the bottom of the form, complete the “I’m not a robot” captcha, and click the “Submit” button.
4. You will then receive a conformation email with a copy of your answers from the form questions. This email will also include another unique link. This link will allow you to upload any additional documents that have been requested.

After you select submit, a copy of the completed form will go to the Principal and Superintendent provided in the form. They will then be able to accept or decline the report.

When submitting a new form start at the first section of this document.