

## **Superintendent Search Profile Form - “How to Send” Instructions**

There are 3 ways you can submit your search profile to our consultants which are listed below:

### **How to Send via Mail:**

Select the “Superintendent Search Profile Form” link, which will open a .PDF document. Fill out the form, then print the completed form. Mail the completed form to:

K-12 Business Consulting, Inc.  
“Sylvania City School District Superintendent Search”  
P.O. Box 476  
New Albany, Ohio 43054

### **How to Send via Fax:**

Select the “Superintendent Search Profile Form” link, which will open a .PDF document. Fill out the form, then print the completed form. Fax the completed form to:

K-12 Business Consulting, Inc.  
“Sylvania City School District Superintendent Search”  
Fax - 614-656-7526

### **How to Send via E-Mail:**

Select the “Superintendent Search Profile Form” link, which will open a .PDF document. Fill out the form, then “Save As” the completed form as a .PDF document on your computer. Name the .PDF document “Sylvania Superintendent Search.pdf.”

Open your e-mail, select “Attach File” (this may be named something else depending on what e-mail you are using; IE, gmail, Yahoo, Outlook, etc.). Then navigate to where you saved the “Sylvania Superintendent Search.pdf” document on your computer and attach the file to your e-mail.

In the subject heading on your e-mail type, “Sylvania Superintendent Search.”

Send your e-mail to Deb Campbell at K-12 Business Consulting, Inc. – [dcampbell@k12consulting.net](mailto:dcampbell@k12consulting.net)