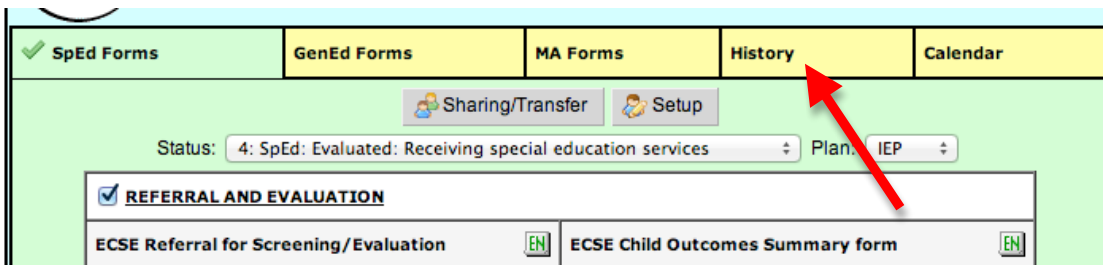


Uploading documents into SpEd Forms

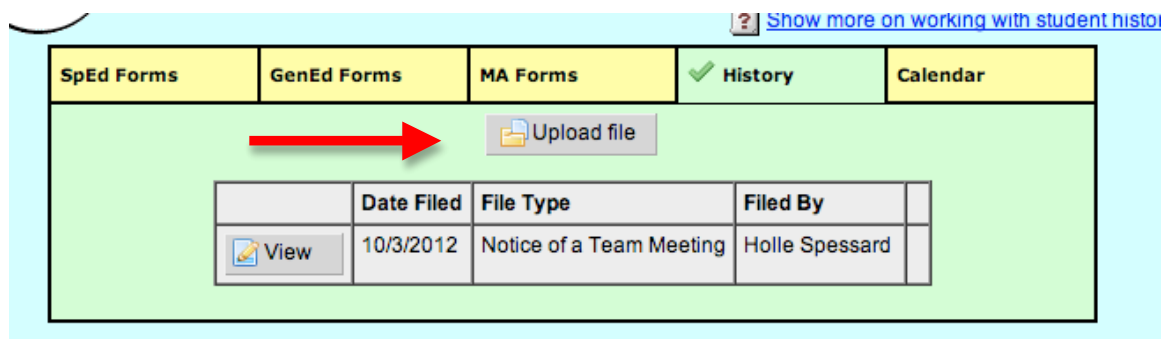
There are times when we generate important documents that are not in SpEd Forms, but are relevant to the student's due process file.... Such as parent signatures and IEPs & ERs from previous schools. Although, you have those documents stored in the student's file, it would be advantageous to have it permanently stored within the student's history in SpEd Forms and it is very easy to do!

Before you can upload a document, it must be on your computer. The easiest way to do this is to scan it and have it emailed to you. Once you have it on your computer here are the steps:

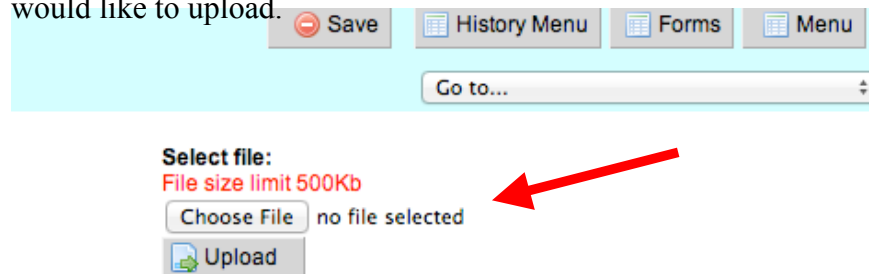
- 1) Go into the SpEd Forms and select the student whose paperwork you are uploading to.
- 2) Once you are in the students record, go to history.



- 3) Once you are in the student's history, there is a box that says "Upload File". Click on that box.



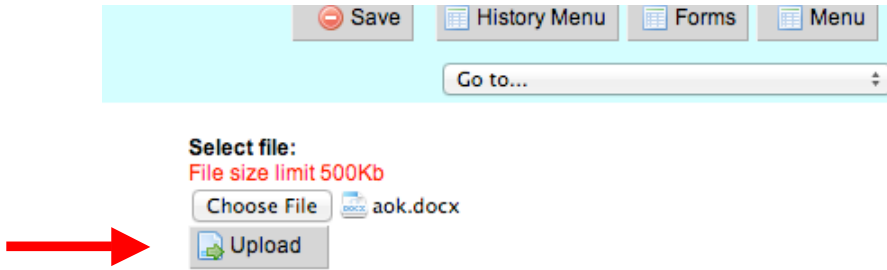
- 4) You will be directed to a page where you will be able to choose the file you would like to upload.



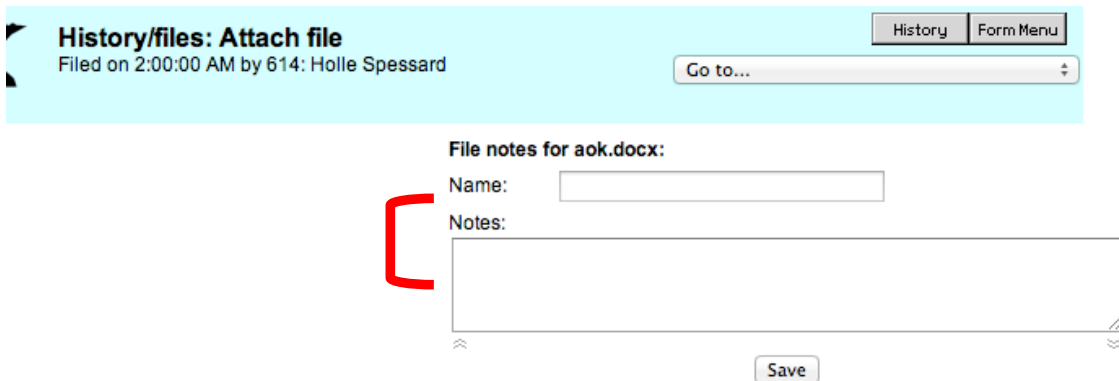
Click on "Choose File" and find the document you wish to upload.

Uploading documents into Sped Forms

5) When you have selected a file for upload, hit the “upload” button.



6) When a file has been Uploaded, you will be brought to a new screen:



7) Please name the file and add a note that explains what the document is and hit Save.

8) That's it! Now it will stay with the student's file should we ever misplace a document or if he/she moves and we transfer the record!

