## 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.

SpEd Forms	GenEd Forms	MA Forms	History	Calendar				
Status: 4: SpEd: Evaluated: Receiving special education services + Plan, IEP +								
REFERRAL AND EVALUATION								
ECSE Referral for Screening/Evaluation								

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.

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	_		占 Upload file				
		Date Filed	File Type		Filed By	Π	
	View	10/3/2012	Notice of a Team Mee	eting	Holle Spessard	П	

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

and like to upload. 🔵 Save	History Menu	Forms	Menu
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Select file: File size limit 500Kb			
Choose File no file se	elected		
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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.

Save	History Menu	Forms	Menu
	Go to		\$
 Select file: File size limit 500Kb Choose File 🚉 aok.d	locx		

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

•	History/files: Attach file Filed on 2:00:00 AM by 614: Holle Spessard	<b>//files: Attach file</b> 2:00:00 AM by 614: Holle Spessard				Form Menu
		ile notes ame: lotes:	for aok.docx:	Save		

- 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!

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						占 Upload file				
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		📝 View	1	10/3/2012	Notice o	f a Team Meeting	Holle Spe	essard		
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