

Adding documents in Family Connection

Using the same login and password you created during the initial registration on Family Connection, you can upload all documentation via a computer, iPad, or web-enabled Smartphone. Prior to uploading documents*, you will need to scan them onto your device. If you are using a Smartphone or iPad to upload, you can use the notes feature to scan the document.

*Note: Photos of forms are accepted as long as they can be clearly read without shadows and easily printable for school use. You will be asked to provide another copy if this is not the case.

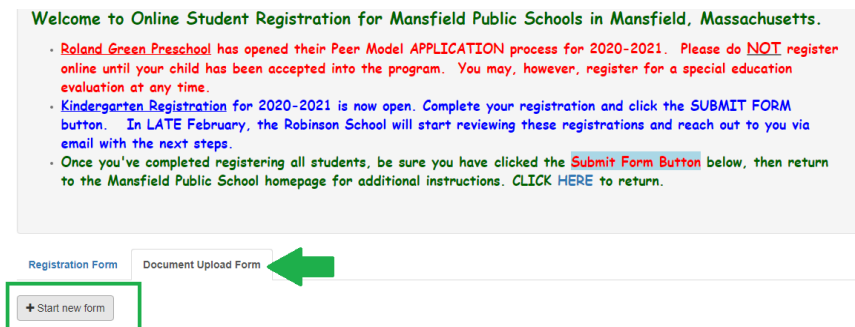
Step 1: Log into Family Connection

Log into [Family Connection](#) using the email and password you used during the initial registration. If you have forgotten your password, click on Forgot Login/Password to receive a new password or a reminder of your login.

Step 2: Choose Document Upload Tab

Once logged into Family Connection, there are 3 form tabs: 1 - Registration, 2 - Document Upload & 3 - Transportation Request.

Click on the tab **Document Upload Form**, and select **Start New Form**.



Step 3: Select Student

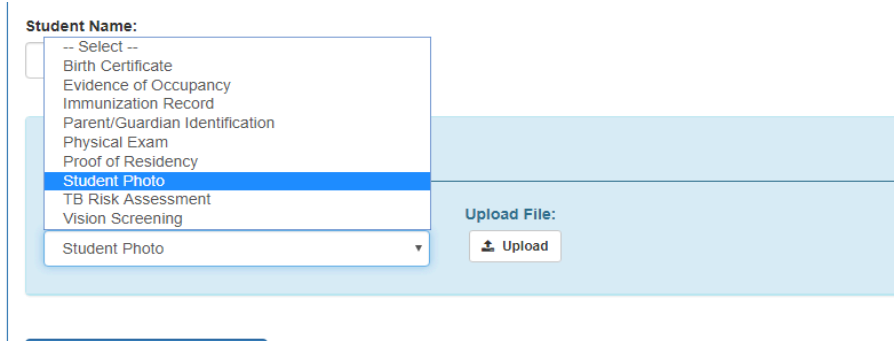
Once you are in the Document Upload Form window, select your student's name from the drop down menu. Please note, the documents you upload here will be specific to just the student you selected. If you have an additional student you will need to upload those forms separately.

The screenshot shows the "Document Upload Form" interface. At the top, there are two buttons: "Save & Return to Home" (green) and "Discard Form" (red). Below these is a header "Document Upload Form". The main form area has a "Student Name:" label and a dropdown menu. The dropdown menu is open, showing options: "-- Select --", "-- Select --", "Test, Jon", "Test, Mike", and "Test, Dean". The "Test, Dean" option is highlighted in blue. Below the dropdown menu, there are two fields: "Document Type:" with a dropdown menu showing "-- Select --", and "Upload File:" with an "Upload" button.

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Step 4: Select type of document

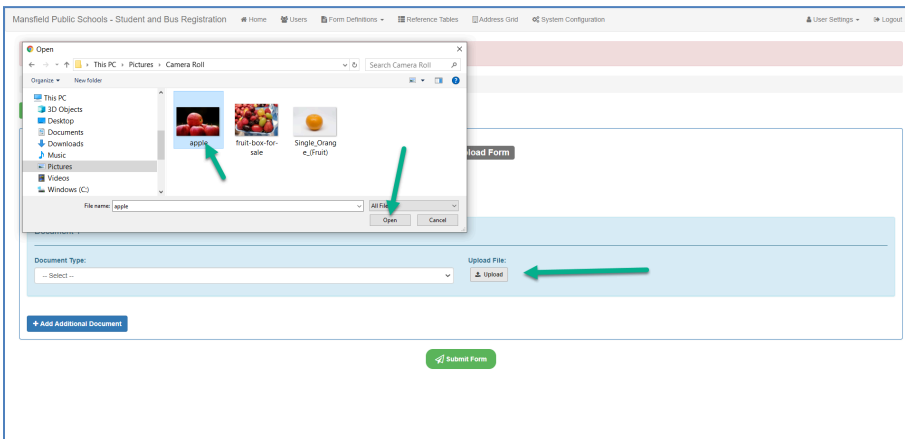
After selecting your student, select the document* you will be uploading. (**Please note that if you are taking a picture with your phone be sure that the document is legible and without shadows. Format should be a PDF or JPG*)



The screenshot shows a dropdown menu for selecting a document type. The menu is open, displaying a list of options: -- Select --, Birth Certificate, Evidence of Occupancy, Immunization Record, Parent/Guardian Identification, Physical Exam, Proof of Residency, Student Photo (highlighted in blue), TB Risk Assessment, and Vision Screening. Below the dropdown is an 'Upload File:' label and an 'Upload' button.

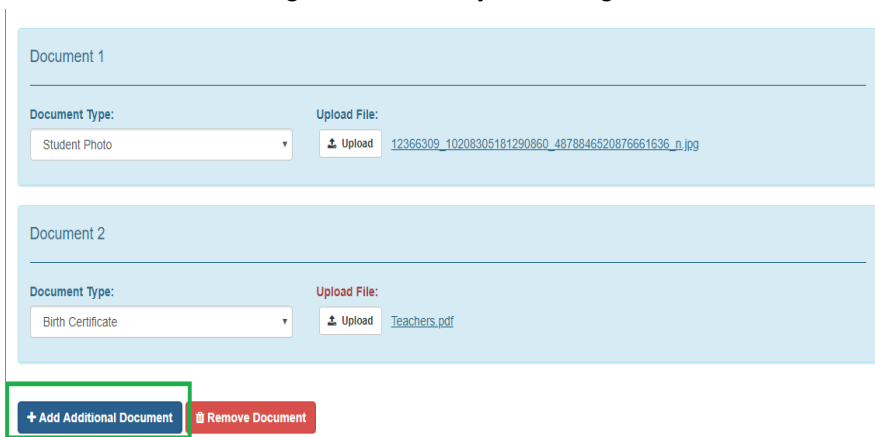
Step 5: Add documents

Select **Upload** and find the document. There are restrictions on the document size, when saving you will be alerted if the document is too large. Please note, if you are using a Smartphone carefully look on Family Connection for the **document upload form** option.



The screenshot shows the document upload process. A file explorer window is open, displaying a folder named 'Camera Roll' with three files: 'apple', 'fruit-bow-for-sale', and 'Single-Orang_e_fruit'. A green arrow points to the 'apple' file. Another green arrow points to the 'Upload' button in the 'Upload File:' section of the form. A third green arrow points to the 'Submit Form' button at the bottom of the page.

You can continue adding documents by selecting **Add Additional Documents**



The screenshot shows the document upload form with two documents listed. Document 1 has a 'Document Type' of 'Student Photo' and an 'Upload File' of '12366309_10208305181290860_4878846520876661636_n.jpg'. Document 2 has a 'Document Type' of 'Birth Certificate' and an 'Upload File' of 'Teachers.pdf'. At the bottom of the form, there are two buttons: '+ Add Additional Document' (highlighted with a green box) and 'Remove Document'.

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Step 6:

When finished, click **Submit Form**.

The screenshot shows a document upload interface. At the top, there is a section labeled "Upload File:" with a dropdown menu and an "Upload" button next to the filename "Teachers.pdf". Below this, there is a "Remove Document" button. At the bottom, a green "Submit Form" button is highlighted with a large green arrow pointing to it from the right.

Helpful Hints:

If you made a mistake, remove the last document by selecting **Remove Document**.

The screenshot shows a list of two documents. Document 1 is "Student Photo" and Document 2 is "Birth Certificate". Below the list, there are two buttons: "+ Add Additional Document" and "Remove Document". A red arrow points to the "Remove Document" button.

If you do not have all the forms and do not want to lose what you've uploaded, you click **Save** and come back to it later.

The screenshot shows a navigation bar with a home icon, the text "Home / Form: Document Upload Form", and a timestamp "4/22/2020 1:37 PM". Below the bar, there are two buttons: "Save & Return to Home" (highlighted with a green arrow) and "Discard Form".

When you come back to finish uploading, click **Continue Entry** or **Submit** if you're done and the documents will be attached to the student record.

	Last Updated	Subject	Form Status
Continue Entry	4/22/2020 1:41 PM	Test, Dean	New Submit
View	4/22/2020 1:37 PM	Test, Dean	Submitted