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.
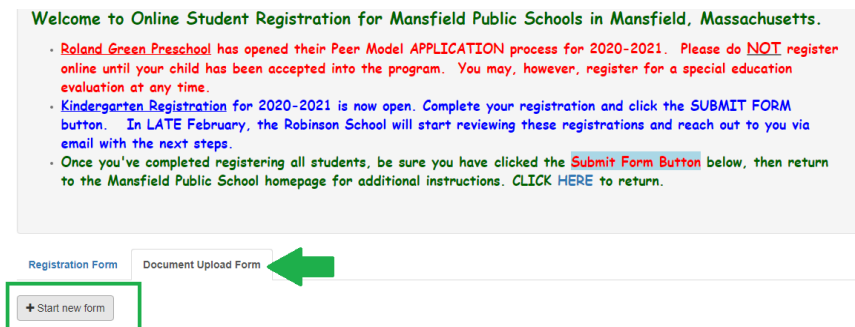
Step 1: Log into Family Connection
Log into **Family Connection** using the email and password you used during the initial registration. If you have forgotten your password, click on Forgot Login/Password to receive a new password or a reminder of your login.

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**.
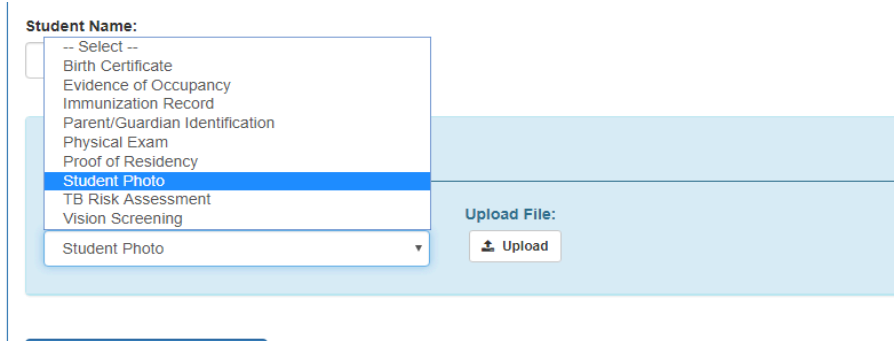

Step 3: Select Student
Once you are in the Document Upload Form window, select your student's name from the drop down menu. Please note, the documents you upload here will be specific to just the student you selected. If you have an additional student you will need to upload those forms separately.

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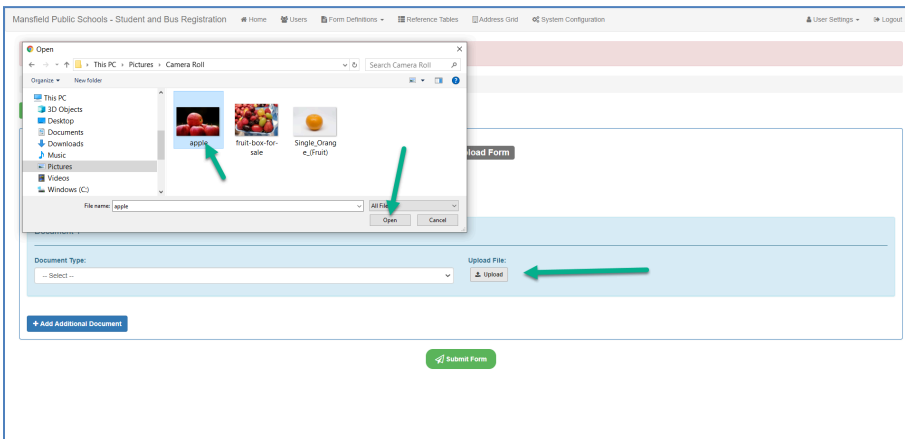
Step 4: Select type of document

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)*
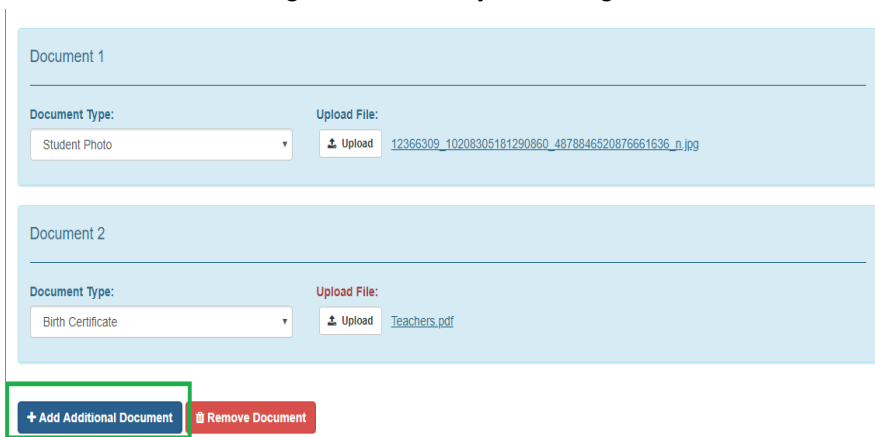

Step 5: Add documents

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.

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

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Step 6:
When finished, click **Submit Form**.

Helpful Hints:

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

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.

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.