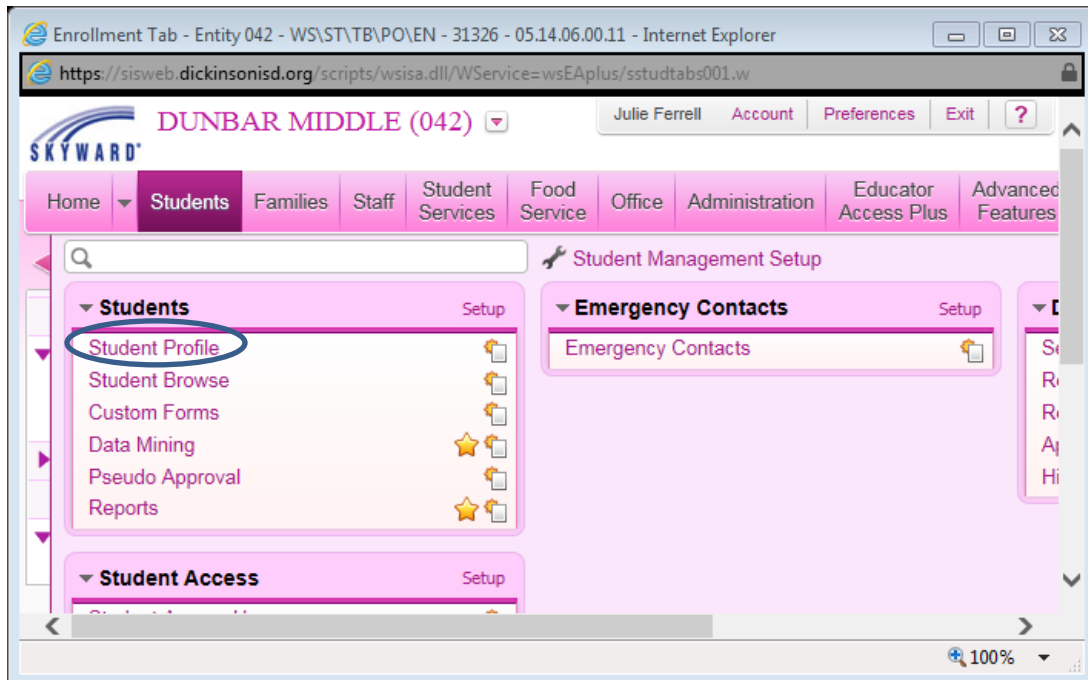


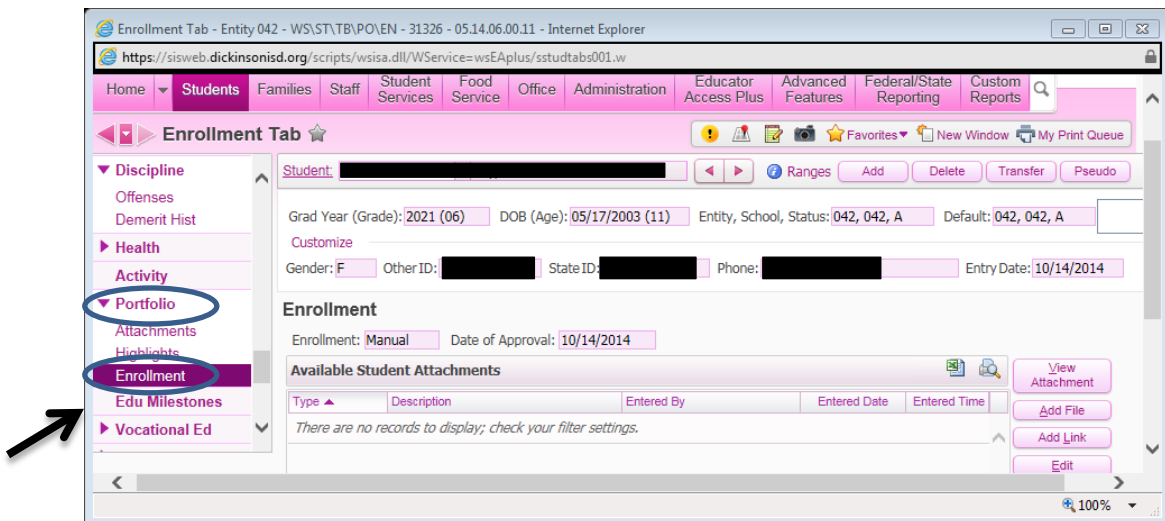
Attaching Enrollment Documents in Skyward

Path: WS\ST\TB\PO\EN

1. Select Students – Student Profile



2. Find the student that needs the uploaded documentation - Click on Portfolio then **Enrollment**. Do not select "Attachments" as this area is not secure and can be seen in family access.

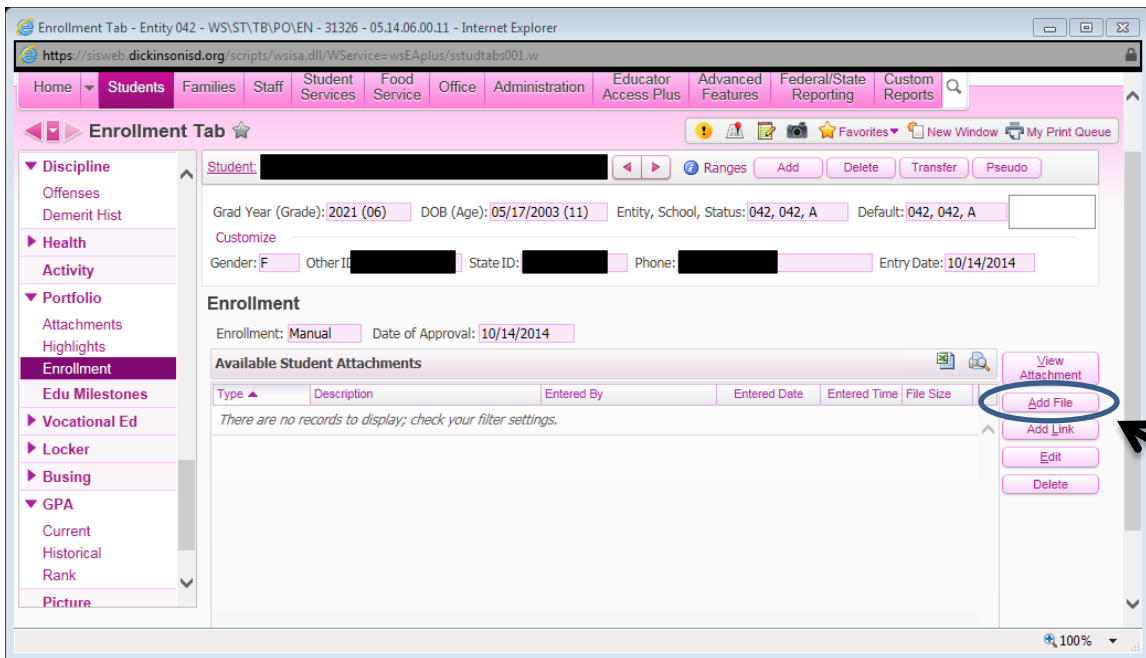


3. The following steps must be followed in order to add a file:
 - A. Scan and email the documentation to yourself.
 - B. Drag the attachment to either your desktop or save in a file document
 - C. File naming requirements (####LastName_FirstName_Descriptor##)
 - #### = last 4 digits of the student PEIMS State ID
 - LastName = student's last name
 - FirstName = student's first name
 - Descriptor = ot
 - ## = two-digit number (01 Birth Certificate, 02 Custody Orders, 03 Name change Doc, 04 Proof of Residency, 05 Social Security Card)

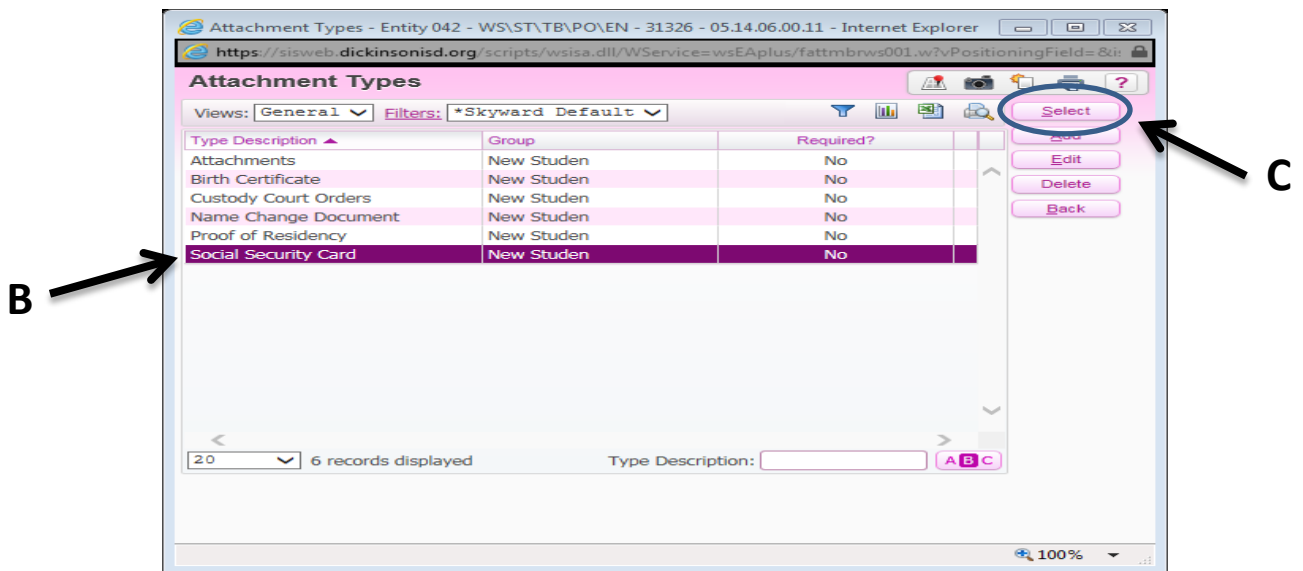
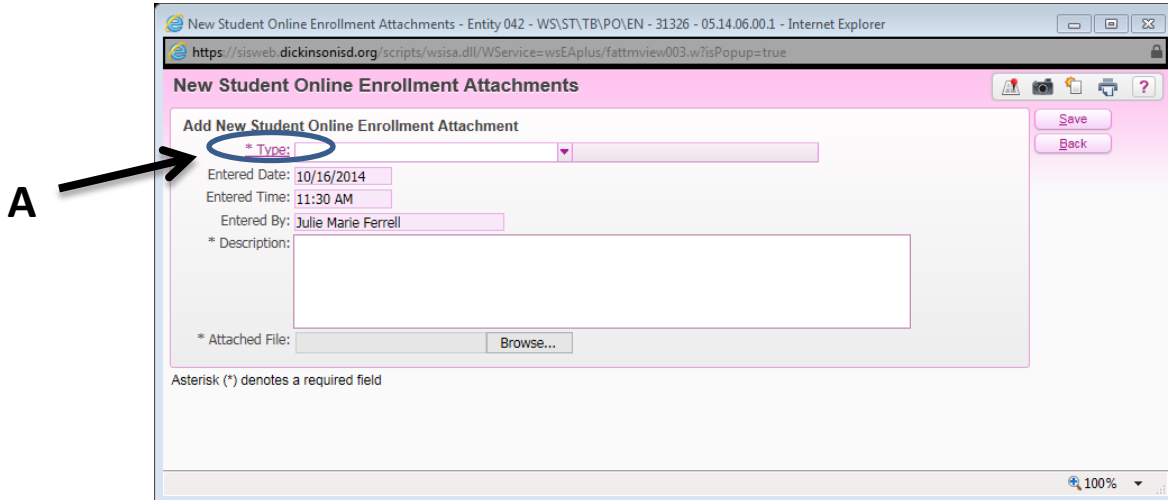
Order	1	2	3	4	5	6	7
Description	Last 4 digits of Student PEIMS ID	Student Last Name	underscore	Student First Name	underscore	2-character descriptor	2-digit sequence number
Example	1234	Doe	_	John	_	ot	01

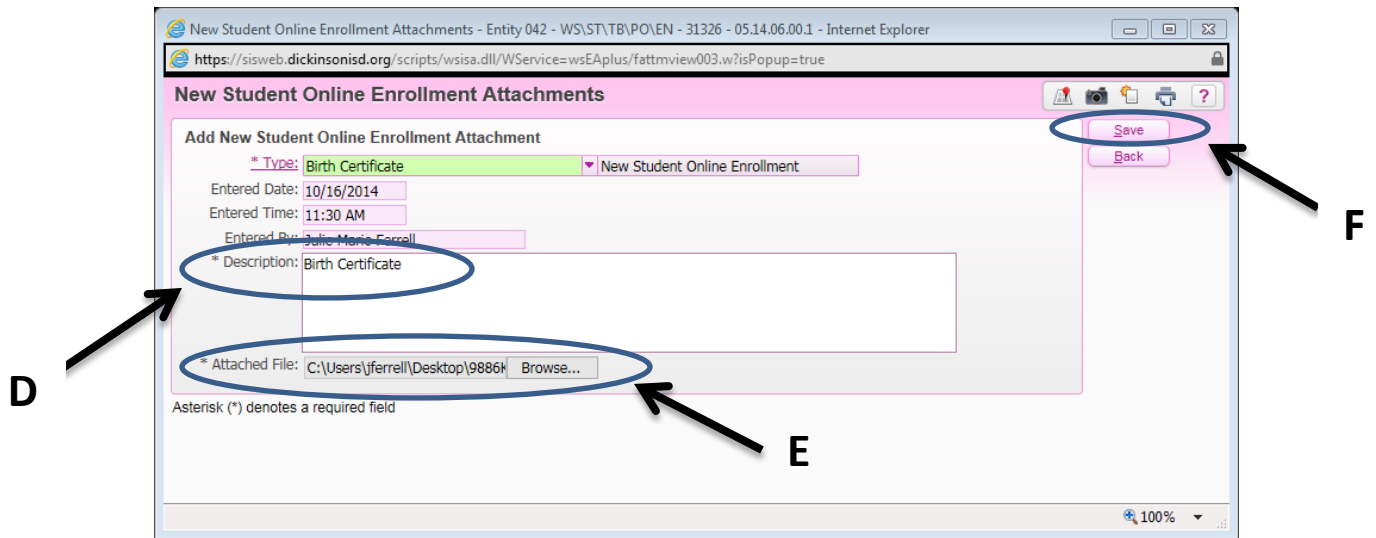
Example: 1234Doe_John_ot01 (indicates the attachment is a birth certificate)

4. Click on Add File



5. Select the Type of Attachment and follow these next steps:
 - A. Click on Type
 - B. Highlight the corresponding attachment
 - C. Click Select
 - D. Add a description
 - E. Browse for the attached file
 - F. Click Save





6. Now your file has been added.

