

Document Attachments

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Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages:

Application	Menu
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

Document types by folder and application:

File Extention	Folder	Document Type	
Attendance	Attendance	Notes	
Attendance	Attendance	Other	
Discipline	Incidents	Other	
Grade Reporting	Grade Reporting	IPR	
Grade Reporting	Grade Reporting	Report Card	
Grade Reporting	Grade Reporting	Transcript	
Health	Student Health	Acanthosis	
Health	Student Health	Food and Allergy	
Health	Student Health	Hearing	
Health	Student Health	Immunization	
Health	Student Health	Other	
Health	Student Health	Physical Exam	
Health	Student Health	Spinal	
Health	Student Health	ТВ	
Health	Student Health	Vision	
Registration	Demographic	Birth Certificate	

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File Extention	Folder	Document Type
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

List of permissible file types:

Maximum file size: 10MB

File Extention	Folder
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationalml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

☐ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).	
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Folder	In some applications, you must select the folder for which you want to view or attach a document:
	Different types of documents must be uploaded to specific folders.
	Changing the folder will change the document type options in the Select Type field.
	Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

☐ Under **Document Upload:**

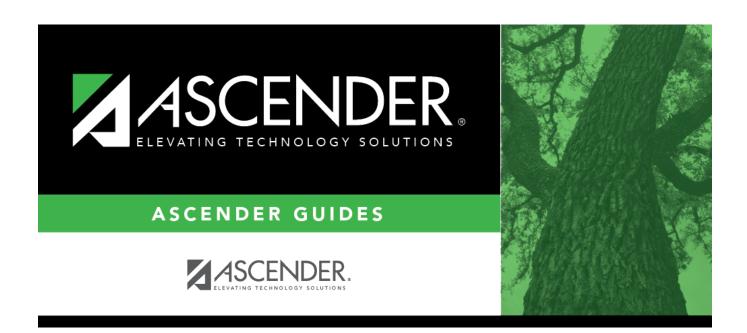
	Click Choose File . Locate and select the document on your computer or network. The file name is displayed next to Choose File . Note : Files cannot be larger than 10MB or empty.
	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the Folder field.
Description	Type an optional description of the document. Note : The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student.
	The document is listed in the Document List section.
	The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type Click the link in the Type column to download the file to your PC to view it. Choose File Click again to add another document, and repeat the steps for uploading a document.	

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.



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