



## Document Attachments



# Table of Contents

**Document Attachments** ..... 1



# 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 TxEIS 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)<br>Maintenance > Student > Student Posting > By Individual |
| Discipline      | Maintenance > Student > Inquiry (read-only access)<br>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  | TB                |
| Health          | Student Health  | Vision            |
| Registration    | Demographic     | Birth Certificate |

| 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.presentationml.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:**

|                    |  |
|--------------------|--|
| <b>Application</b> | The application you are currently logged on to is displayed (e.g., Test Scores). |
|--------------------|--|

|                           |  |
|---------------------------|--|
| <b>Folder</b>             | <p>In some applications, you must select the folder for which you want to view or attach a document:</p> <ul style="list-style-type: none"> <li>• Different types of documents must be uploaded to specific folders.</li> <li>• Changing the folder will change the document type options in the <b>Select Type</b> field.</li> </ul> <p>Some applications only have one folder, so no selection is necessary.</p> |
| <b>Select School Year</b> | 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**:

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

|                    |  |
|--------------------|--|
| <b>Upload File</b> | <p>Click to upload the file for the student.</p> <p>The document is listed in the <b>Document List</b> section.</p> <p>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.</p> |
|--------------------|--|

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

|   |   |
|---|---|
| <b>Type</b>   | Click the link in the <b>Type</b> column to download the file to your PC to view it.                                      |
| <b>Choose File</b>  | Click again to add another document, and repeat the steps for uploading a document.                                       |
|  | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the 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.



## Back Cover