



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 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 button is *not* displayed on any pages.

If a document is attached, the Documents button displays a note icon.

[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 |

[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 |

| File Extention | Folder | Document Type |
|----------------|-------------------|------------------------------|
| 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 |
| 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 |

For a list of TxEIS pages with Document Attachment upload, click [here](#).

Upload or view documents:

Under **Document List**:


| Field | Description |
|---------------------------|--|
| Application | The application you are currently logged on to is displayed (e.g., Test Scores). |
| Folder | <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"> • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the Select Type field. <p>Some applications only have one folder, so no selection is necessary.</p> |
| 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**:

| Field | Description |
|------------------------------|---|
| Select File to 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. |
| School Year | 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. |

Other Functions and Features:

| | |
|---|---|
| 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. |
|  | Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document. |

NOTES:

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