Upload or view documents:

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Document Attachments

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This feature may not be available in all districts.

Document Attachments allows you to upload, download, and view files for a student. Files are displayed and uploaded by application, folder, and school year. Any files that have already been uploaded to the folder are displayed when the Document Options dialog box opens. (A page icon is displayed on the Documents button when files are present.)

To use Document Attachments, you must have security rights to the specific TxEIS page as well as Document Attachments in Security Administration. If you have read-only access, you can download existing files, but you cannot upload files.

List of permissible file types

Document Types by Folder and Application

For a list of TxEIS pages with Document Attachment upload, click here.

Notes:

- There is a 30MB maximum upload size.
- All changes made in the Document Options dialog box are completed within the dialog box. You do not have to click Save after you close the dialog box.

Upload or view documents:

The Document Options window when you click the **Documents** button.

Field	Description
Application	The application you are currently logged on to is displayed (e.g., Test Scores).
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.

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.


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