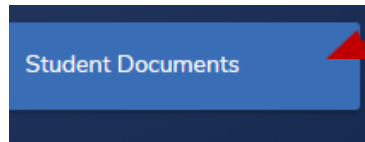
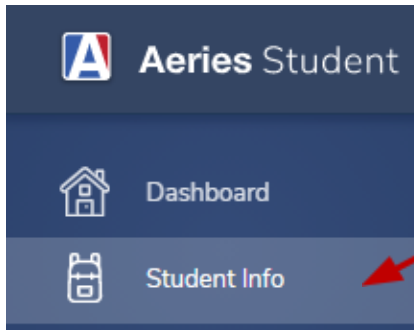


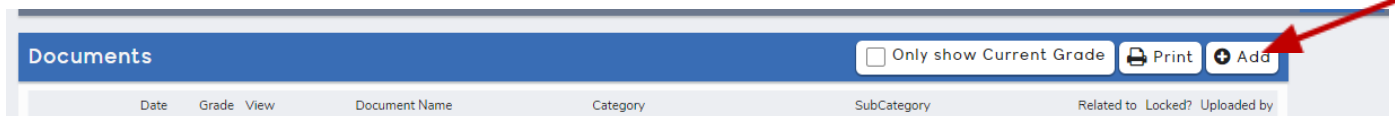
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Upload COVID Vaccination Document Using Parent Portal

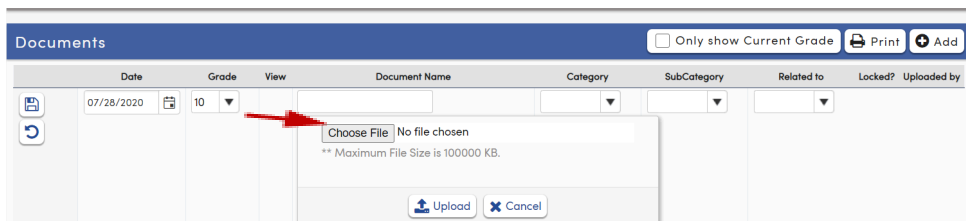
1. Name the COVID Vaccination document you intend to upload and save the file to your electronic device.
2. Login to the Parent Portal. Click, **Student Info** tab and select, **Student Documents**.



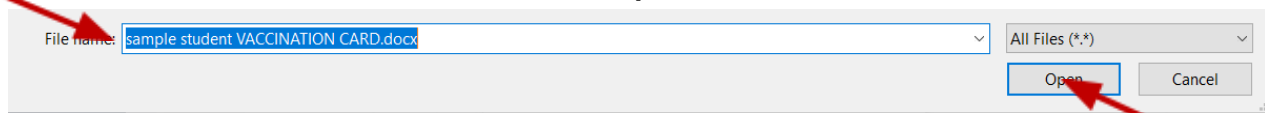
3. Adding the document. Click, the **Add** button.



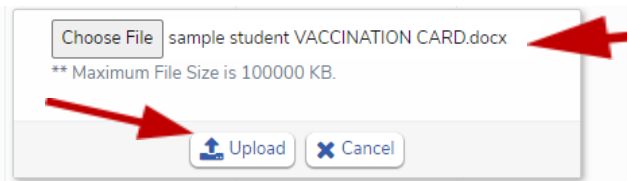
4. The page will display in edit mode. Click, **Choose File** to browse your device for the document.



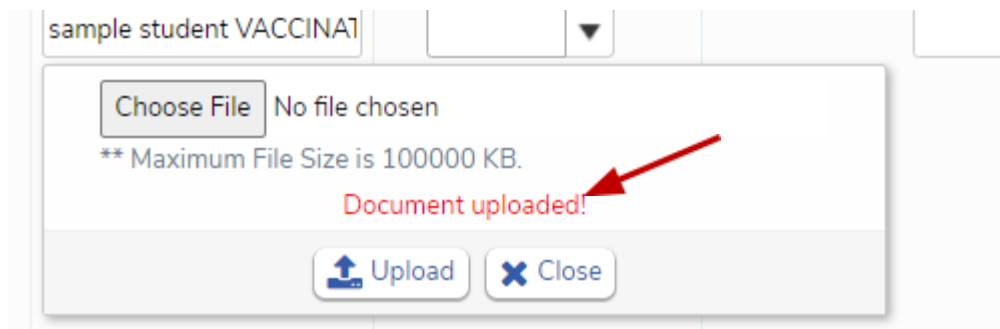
- Find the File Name > select the file. Click, the **Open** button.



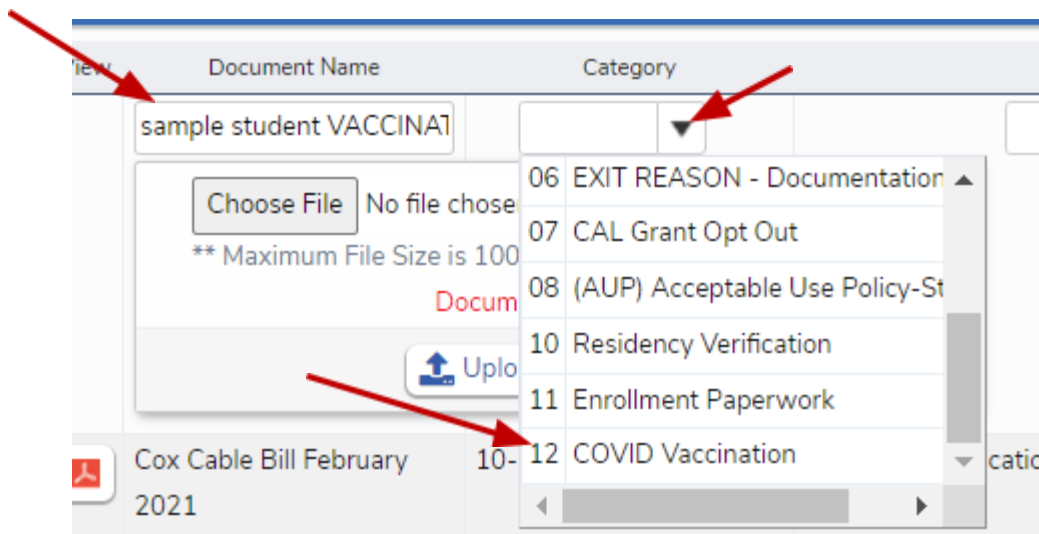
5. The **document title** should be displayed next to the **Choose File** button. Click, **Upload**.



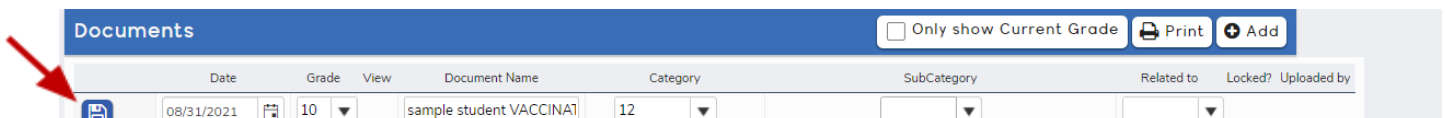
6. The **Document uploaded!** message will be displayed and the **Document Name** is listed.



7. Next to the **Document Name** use the **Category** dropdown box to select the appropriate category 12 COVID Vaccination from the list.



8. Verify the **Date**, **Grade**, **Document Name** and **Category**. Select, **Save Record** icon.



9. After you have saved the record, it will be listed in the **Student Documents** page.

Documents									
				<input type="checkbox"/> Only show Current Grade		Print	Add		
Date	Grade	View	Document Name	Category	SubCategory	Related to	Locked?	Uploaded by	
8/31/2021	10		sample student VACCINATION CARD	12- COVID Vaccination	-				