



Scanning and Upload Instructions

To upload documents, you will need the ability to scan the documents or take a photo of the documents to save to your computer's desktop. There are several free scanner APPS available from the App Store or online. If you download the free scan APP, it will allow you to take a photo from your phone and convert it to a pdf file which you can email, open or save to your desktop for upload. Please name the documents with the student's name followed by the type of document (ex. John Doe Birth Certificate).

There are also a few documents in the application that you will need to download, print, complete and upload.

The Residency/Custody (which must be completed for any NEW student (even for existing families with a NEW student) will need notarized prior to upload.

If you are not able to upload documents, they can be scanned and uploaded at the registration appointment. Once your online application has been submitted and reviewed, you will receive an email with a link to schedule an appointment.