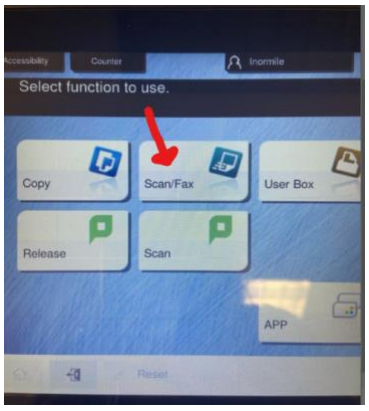
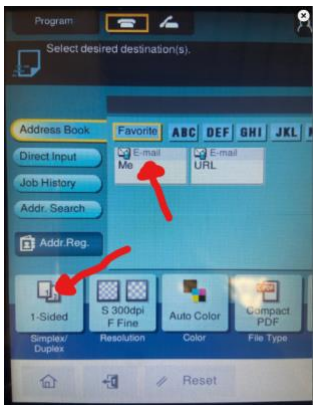
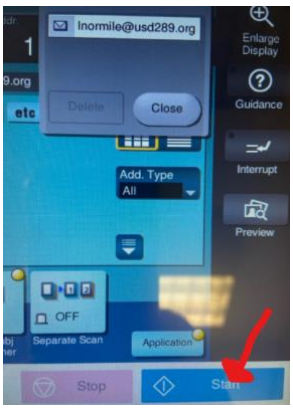
Uploading documents to WebKIDDS

"Uploading" is different from "filing" documents on WebKIDDS. We will be uploading all of our required documents so that they have signatures.

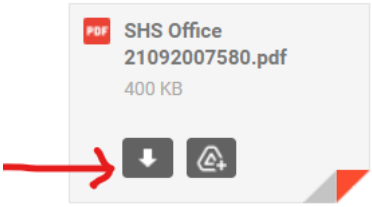
1. Scan documents either in a bundle or separately on the printer and email them to yourself. If they are double sided, make sure you are scanning them as 2-sided. (Some providers are single-siding all documents to make this part easier and to avoid scanned white pages. Either way is fine, as long as all pages are entered.)



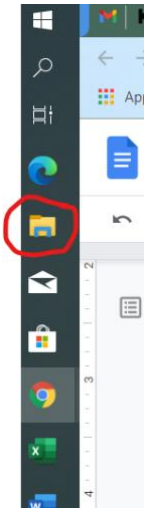


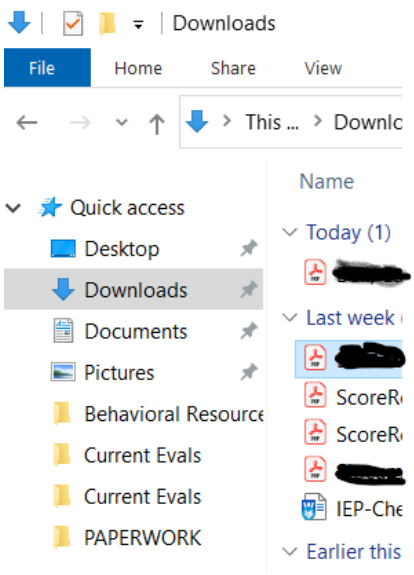


2. Open the email that contains the scanned document. Hover over the icon with your cursor arrow. Download it to your computer using the "down arrow" that appears (below).

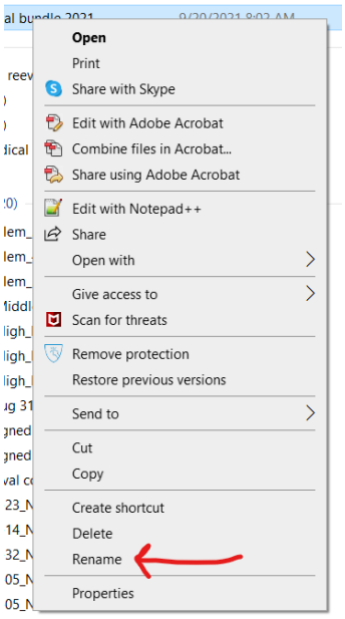


3. Open your file icon on your desktop taskbar, and select the "Downloads" folder. The file at the top should be what you just sent.

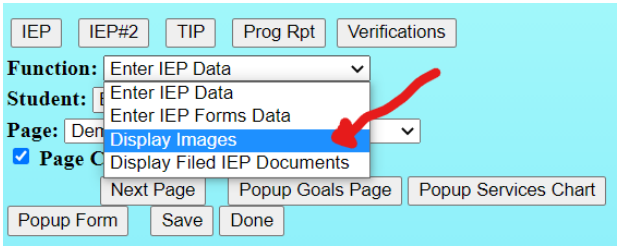




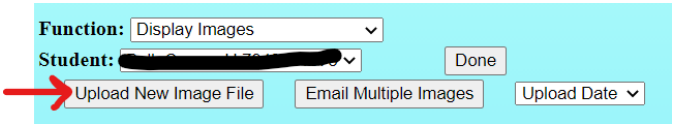
4. I prefer to rename it at this time. Slowly double click the name of the file (quick double click will open it), OR right click to bring up a menu and select “rename.” Save according to the IEP Paperwork guidance.



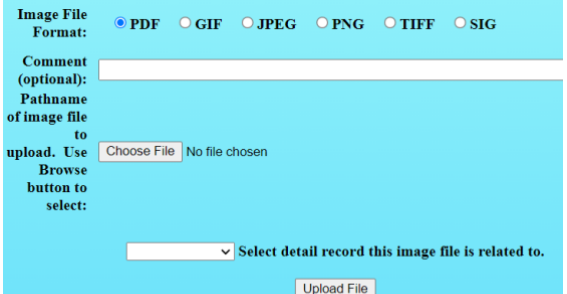
5. Open the child’s record on WebKIDSS. You will be accessing “display images” under the function drop down menu. This is the same menu that allows you to toggle back and forth between the IEP data and the forms.



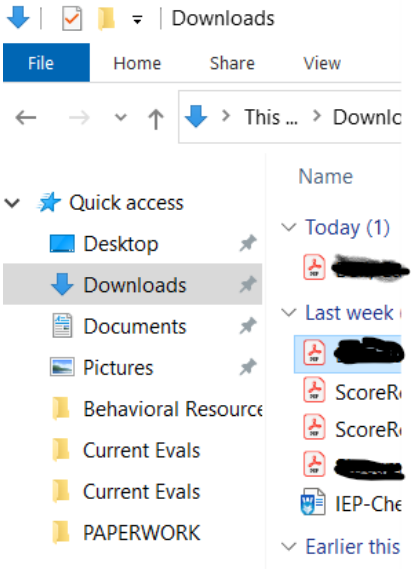
6. Select “upload new image file.”



7. Anything you scan will be saved as a PDF. Photos may come in as a JPEG or GIF, but that should be rare. Just make sure this matches the file type or it won’t save. Add info about the file upload in the comment bar. Click the “choose file” button.

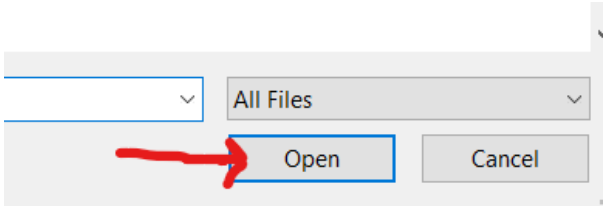
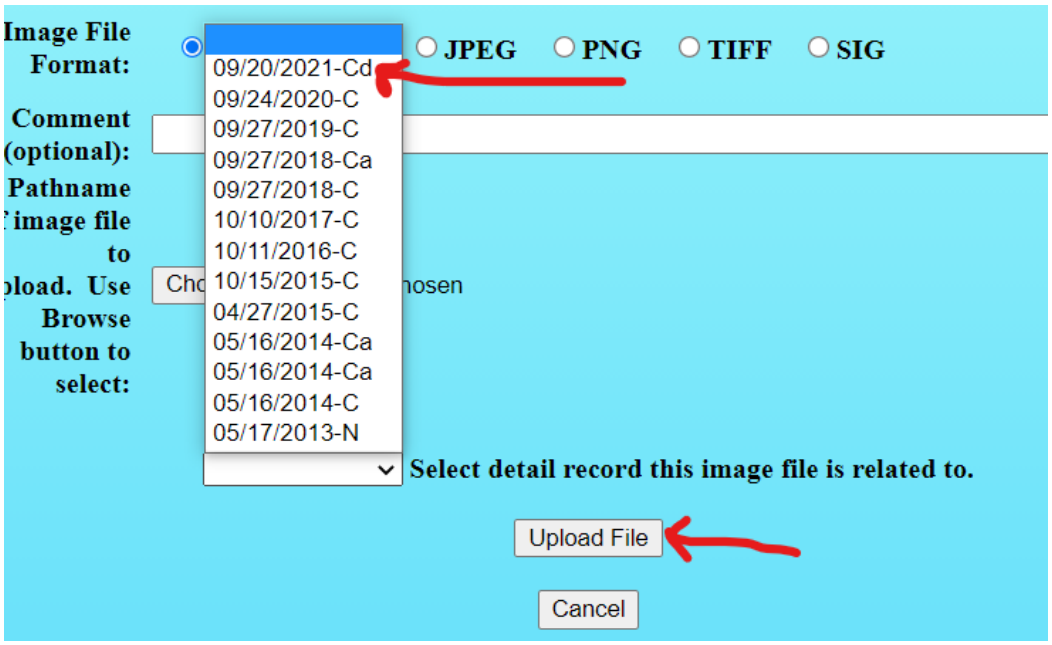


8. Clicking “choose file” will open the file menu on your computer. Make sure you select the “downloads” folder.



← this will likely be the file you want, this is one reason why renaming is helpful

9. Once you’ve selected it, click “open” at the bottom of the page.



10. Select the IEP record that the documents are attached to. Most likely it will be the top one. Then click “upload file.”