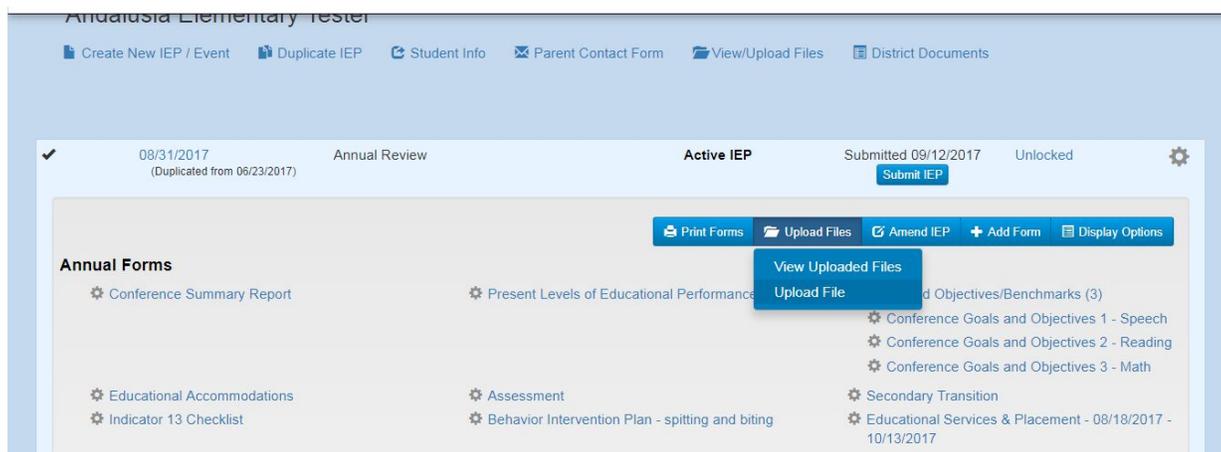


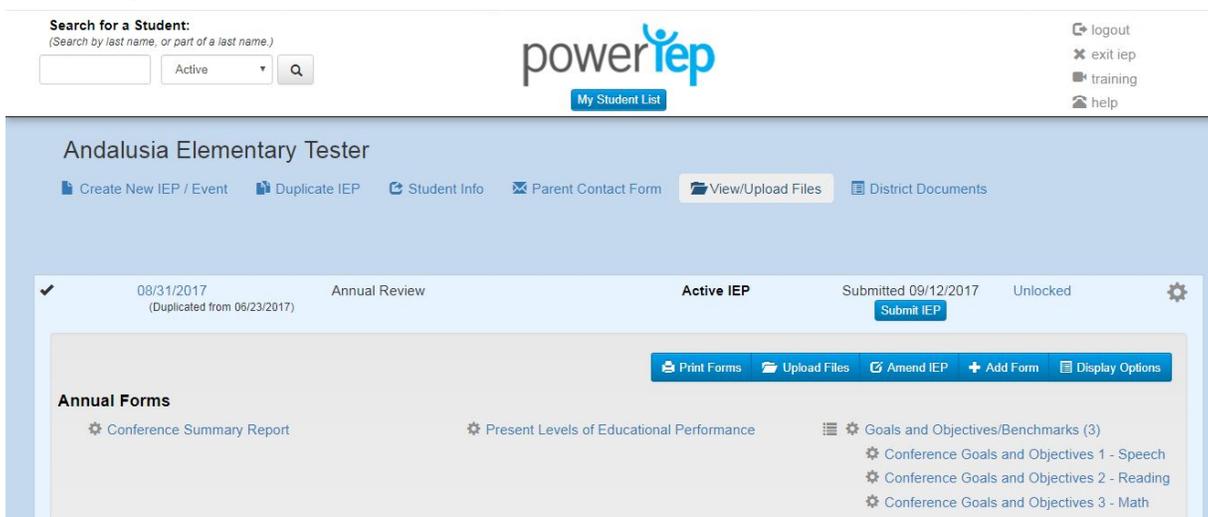
## Uploading Documents in PowerIEP

### Uploading Documents to Attach to a Specific Meeting/Event:



- Click the blue tab "Upload Files"
- From the drop down choose "Upload File"
- A pop-up box will appear titled "Upload File." Click "Choose File"
- Select the file you would like to upload and click Open.
- Once you have selected the file, the title of the file will appear.
- Click the green "Upload" button.
- Once uploaded, the blue "Uploaded Files" tab will indicate the number of files that have been uploaded to the student's IEP/Meeting Date.
- **Examples of Documents to upload to a specific meeting/event** - additional pages that contain signatures (Consent forms, Waive 10 Day form), psychologist/social worker/SLP/OT/PT reports, documents that are relevant to the specific meeting/event

### Uploading Documents to Attach to a Student:



- Click the tab titled "View/Upload File." It is located directly under the student's name and 5 tabs to the right.
- A pop-up box will appear titled "View/Upload File."
- Click the blue tab "Upload a File."

- Click the tab “Choose a File.”
- Select the file you would like to upload and click Open.
- Once you have selected the file, the title of the file will appear.
- Click the green “Upload” button.
- Relation should read “Attach to Student.”
- Once uploaded, the blue “Uploaded Files” tab will indicate the number of files that have been uploaded to the student.
- **Examples of Documents to Upload to attach to the Student:** a transferred in IEP, independent evaluations

\*\* From this pop-up box you can also choose to attach the file directly to a specific meeting/event by using the Relation field and choosing the date from the drop down list.

### Uploading the Sign-In Page Directly to the Conference Summary Report

Procedural Safeguards

Explanation of Procedural Safeguards was provided to/reviewed with the parent(s):  (Parent/Guardian Initial): \_\_\_\_\_

**Transfer of Rights:**

Seventeen-year-old student informed of his/her rights that will transfer to the student upon reaching age 18:  Yes  NA

Yes  NA Student has signed Release of Information form (see attached).

**Parent(s) were given a copy of the:**

IEP.  District's behavioral intervention policy.  
 Evaluation report and eligibility determination.  District's behavioral intervention procedures (initial IEP only).

**Upload Signed Release**

Supported file types: .PDF, .JPG, .PNG, .GIF. Other file types can be uploaded, but will not be included when this form is printed. File description is optional, and will not print with the document.

- At the bottom of the Conference Summary Report select the tab “Choose File.”
- Select the file you would like to upload and click Open.
- Once you have selected the file, the title of the file will appear.
- Click the green “Upload” button.
- Click “Save” when finished.

**\*\*Only the Sign-In page gets uploaded directly to the Conference Summary Report.**