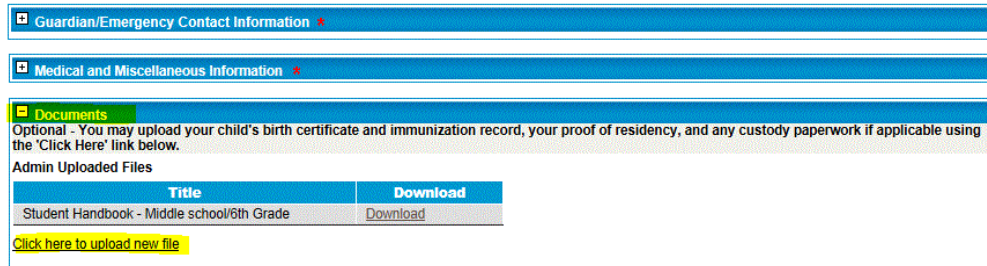


Uploading Document(s) to Online Registration Form

1. Scroll to the bottom of the online Registration form to the 'Documents' section. Be sure to expand the section (click the + sign.)
2. Click on the **Click here to upload new file** link.



Guardian/Emergency Contact Information

Medical and Miscellaneous Information

Documents

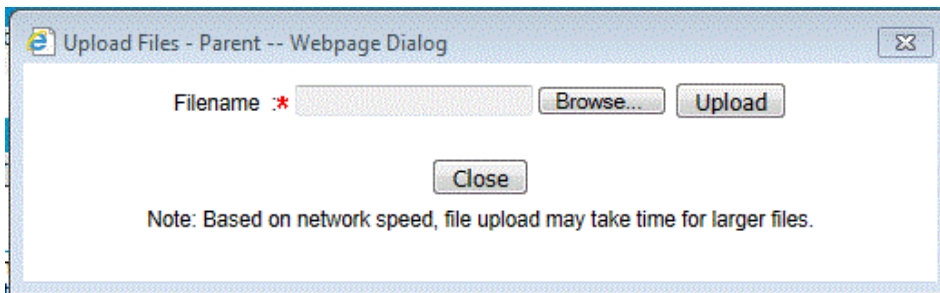
Optional - You may upload your child's birth certificate and immunization record, your proof of residency, and any custody paperwork if applicable using the 'Click Here' link below.

Admin Uploaded Files

Title	Download
Student Handbook - Middle school/6th Grade	Download

[Click here to upload new file](#)

3. Click on the **Browse** button in the popup window. This will allow you to search/find the location of the file you wish to upload. (It is assumed that you have already scanned and saved your document somewhere on your computer.)

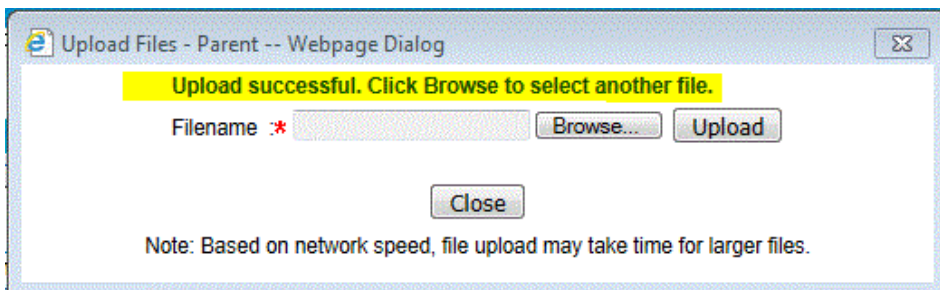


Upload Files - Parent -- Webpage Dialog

Filename *

Note: Based on network speed, file upload may take time for larger files.

4. When you have located the file, highlight it and then click **Open**. This will insert the name of the file into the 'Filename' area on the popup window. Click **Upload** to attach the document to the Registration form.
5. Repeat items #3 and #4 for any additional documents.



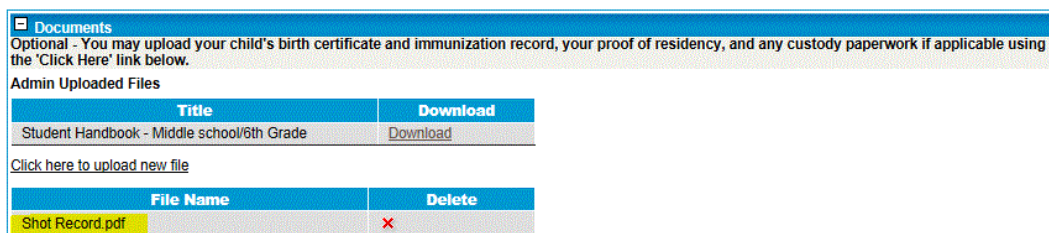
Upload Files - Parent -- Webpage Dialog

Upload successful. Click Browse to select another file.

Filename *

Note: Based on network speed, file upload may take time for larger files.

6. Click **Close** when you are finished. You will see your uploaded documents now attached to the form.



Documents

Optional - You may upload your child's birth certificate and immunization record, your proof of residency, and any custody paperwork if applicable using the 'Click Here' link below.

Admin Uploaded Files

Title	Download
Student Handbook - Middle school/6th Grade	Download

[Click here to upload new file](#)

File Name	Delete
Shot Record.pdf	<input type="button" value="X"/>

7. Complete the remainder of the required sections/questions on the Registration form, click **Save, not yet Submitted**, then check the **I agree to terms** checkbox and finally, click **Save and Submit**.