



Special Services Importing Student Documents

You can access the **DOCUMENT IMPORT** screen only if you have been assigned the **SPECIALSERVICES - ADMINISTRATOR** user role in **StudentInformation**. For more information, see the **User Roles instructional sheet**.

Recent Transfers tab

On the **Document Import** screen **Recent Transfers** tab, a list of all recent transfer students (including those without special education documents) displays in the grid.

- In the row of the transfer student for whom you want to import documents, click . then updates to .

Note: If a student has no special education documents to import, a message displays above the grid to indicate that there are no documents available for that student.

- Click **Import Document**.

Student	ID	Grade	Student Number	Sending District	Sending School	Target School	Transfer Date
Corben, Nicholas		09	xxxxx	Transfer School District	Transfer High School	Local High School	09/05/2019
Green, Morgan		01	xxxxx	Transfer School District	Transfer Elementary School	Local Elementary School	09/05/2019

A success message displays.

Search Students tab

- On the **Document Import** screen **Search Students** tab, to search for a transfer student, enter 2 or more letters of the student's first or last name in the search field.

- When the results list displays, click the name of the appropriate student.

The student's name populates the field.

Note: To deselect the student, click .

- Click **Import Document**.

A success message displays.

Note: If a student has no special education documents to import, a message displays above the grid to indicate that there are no documents available for that student.