

ESY Roster: Uploading Letters Job Aid

Step 1: Select your filters. Filter by Eligibility-Yes, Student Identification number if uploading only one letter OR RSY School if uploading multiple letters: (Figure A)

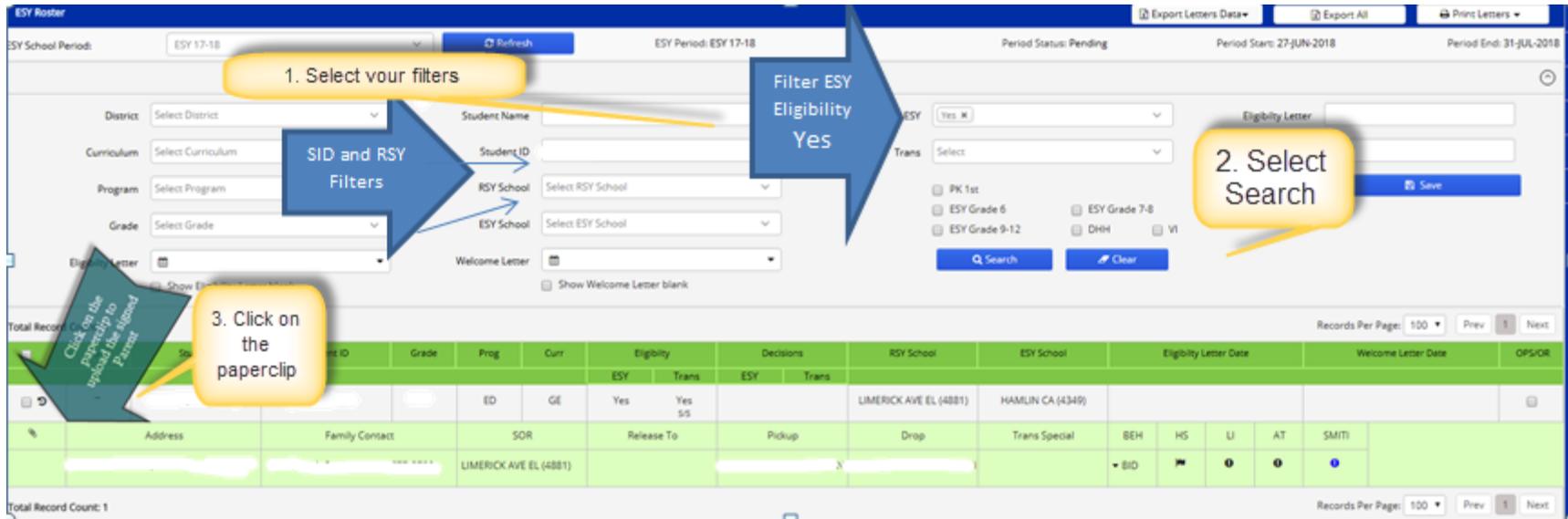


Figure A

Step 2: Left Click your mouse over the search option

Step 3: Left Click your mouse on the paperclip

Step 4: Locate your file and double click it. It will automatically upload to the student roster. If successfully uploaded, you will see a document symbol in the box below the paperclip image. (Figure B)

Step 5: Press Save

Locate your file and double click it. It will automatically upload to the student roster.

Period Status: Pending Period Start: 27-JUN-2018 Period End: 31-JUL-2018

ESY: Yes x Eligibility Letter:

Trans: Select Welcome Letter:

PK 1st ESY Grade 7-8
 ESY Grade 6 DHH VI
 ESY Grade 9-12

	Student	Student ID	Grade	Prog	Curr	Eligibility		Decisions		RSY School	ESY School	Eligibility Letter Date	Welcome Letter Date	OPS/OR
						ESY	Trans	ESY	Trans					
	[Redacted]	[Redacted]	[Redacted]	ED	GE	Yes	Yes SIS			LIMERICK AVE EL (4881)	HAMLIN CA (4349)			
	Address		Family Contact		SOR		Release To		Pickup		Drop		Trans Special	
	[Redacted]		[Redacted]		[Redacted]		[Redacted]		[Redacted]		[Redacted]		[Redacted]	

Figure B