

Caretakers are now able to upload documents directly into their student's account. To do so login to Connexus.com

❖ Once logged in to your Caretaker Homepage:

Welcome, !

Welcome back to school! Please be sure you complete your LEAP or Scantron this week!

Brian ⓘ

To Do List:

- Learn about [Learning Coach Refresher and Updates \(Returning Learning Coach Orientation\)](#).
- Verify your [Password Recovery Email Address](#)
- Record [attendance](#).

5th Grade | Homeroom Teacher: Sherry Chapman-Dixon

- Run the Scheduler
- Planner
- Grade Book
- Data Views

On Track

Overall Score: **83%**

[View Course Details >](#)

- Nakita has [10 overdue lessons](#).

Enrollment Details

Please click Continue to complete the required post-enrollment tasks for Nakita. [Continue](#)

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On your Caretaker Homepage Click on the Data Views Link

- Run the Scheduler
- Planner
- Grade Book
- Data Views**

This will take you to a page with a number of links. Select Multifile Student Document Upload

- [MAP 1718 Scores - Winter](#)
- [MAP Test Scores](#) - Measures of Academic Progress Test
- [Media Consent and Release CA - Student](#) - To be completed
- [Multifile Student Document Upload](#) - Upload student documents
- [NHS/NJHS Membership Candidacy Form](#)
- [Personalized Learning Plan \(PLP\) 2018-2019](#) - Personalized Learning Plan
- [PSAT Results](#) - PSAT Results for grades 8th-11th.
- [SAT Results](#) - SAT results for students in grades 9-12
- [Scantron Performance Series Test Results 2013-14](#)

This will take you to the page to upload your documents. Verify you are uploading for the correct student and click on the add Button

Multifile Student Document Upload - ?

Preferred Way to Upload Documents

Use the following method to speed up processing:

- **Sort** your documents according to category: proof of residency, immunization records, or academic documents.
- **Scan** documents.
- **Combine** multiple documents of the same category into a single PDF file.
- **Give your document a file name** that includes the student's name and a brief description of the document, like this:
JessicaSmith_ImmunizationRecord.
- **Upload** your file to the appropriate category using the Add Files button.

Important: Add all of the files you wish to submit *before clicking Continue*. Once you click Continue, you will not be able to upload more to that category until the enrollment team has reviewed the documents.

Alternate Ways to Submit Documents

Documents may also be submitted by fax or by mail. [Get more information.](#)

Other Supplemental Documents

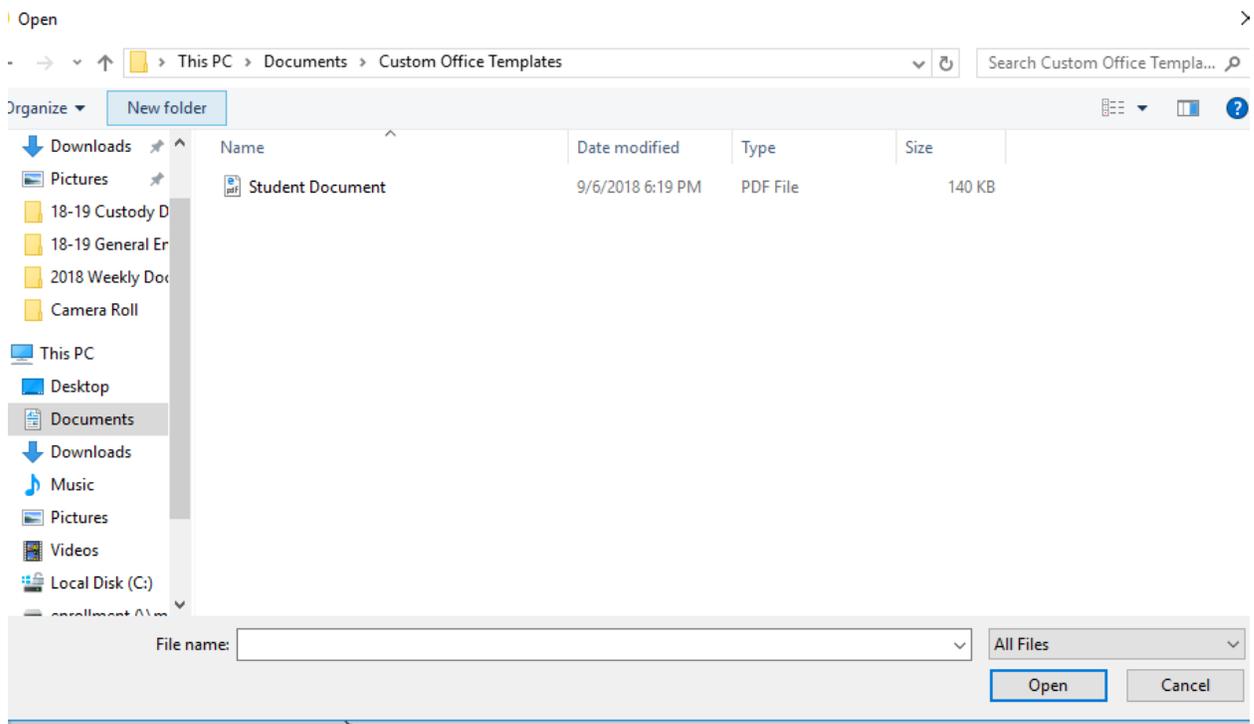
There may be other supplemental documents requested by staff. If instructed, load such files in this section.

Add Files 

Please use .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .tif, or .txt format. File size may not exceed 100 MB. Your file(s) will not be associated with your account until you save this page.

Continue

You will then need to select the file on Your Computer. You can select multiple files.



Once upload verify you selected the right document and hit Continue

Documents may also be submitted by fax or by mail. [Get more information.](#)

Other Supplemental Documents

There may be other supplemental documents requested by staff. If instructed, load such files in this section.

Add Files



[Student Document.pdf](#)

- 139 KB



Please use .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .tif, or .txt format. File size may not exceed 100 MB. Your file(s) will not be associated with your account until you save this page.

Continue

The next screen will verify the documents you uploaded. Click Okay and you are finished.

You Have Successfully Uploaded Documentation -

The following documents were successfully uploaded. Please allow 3 business days for document processing. The status of your document(s) will be updated in the Enrollment Details section of your Caretaker Home Page. Enrollment Details will also display any remaining documents that are needed.

Other Supplemental Documents

OK