

How to Upload Requested Documents

Step 4 of the registration process is where you will upload the needed documents for the registration process. Below is a screen shot of the options you will see. If you are registering from your computer, you may want to prepare these documents digitally before you begin the application. If you are registering with your phone, you will have the option to take a picture of your documentation during the upload process.

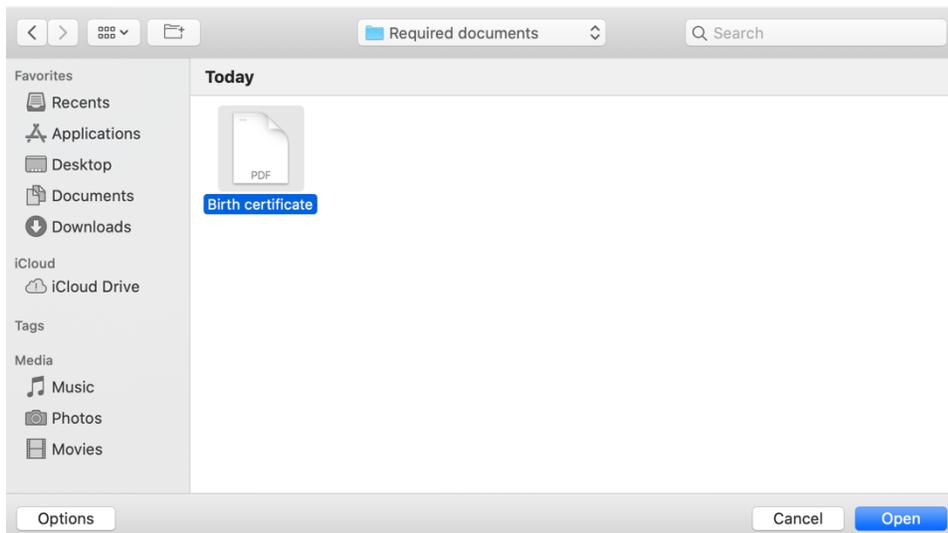
The screenshot shows a web interface for Step 4: Requested Documents. At the top, there are navigation buttons: 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is a section titled 'Instructions for completing the Requested Documents' with the text: 'Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.' The main area contains a list of document types, each with a 'Choose File' button and the text 'no file selected':

- Attachments: Choose File no file selected
- Birth Certificate: Choose File no file selected
- Immunization Record: Choose File no file selected
- Parent ID: Choose File no file selected
- PRE- K Qualification: Choose File no file selected
- Proof of Residency: Choose File no file selected
- Social Security Card: Choose File no file selected

At the bottom of the form, there are two orange buttons: 'Complete Step 4 and move to Step 5: Additional District Forms' and 'Complete Step 4 Only'.

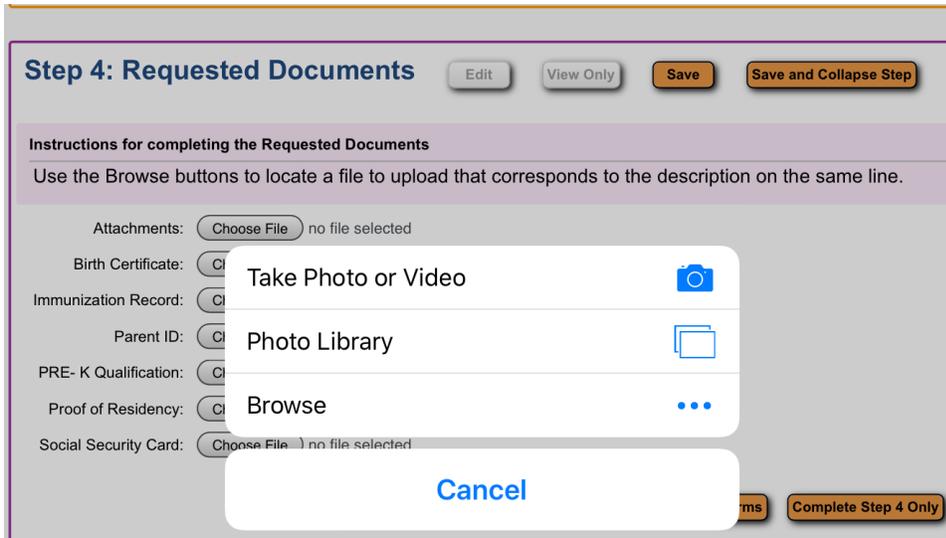
Uploading from your computer:

If you are registering from your computer, when you click the “Choose File” button, you will be prompted to browse to the location of the file on your computer.

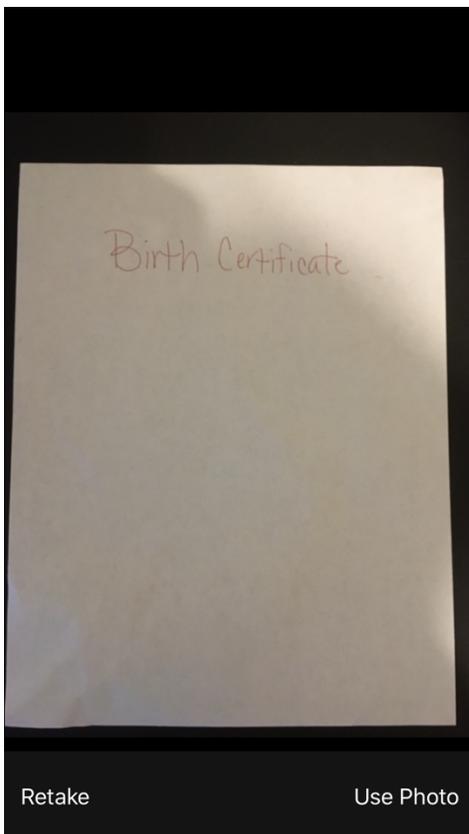


Uploading with an iPhone:

When you click on the “Choose File” button you will have the option to take a photo, go to your photo library, or browse to another location on your phone.

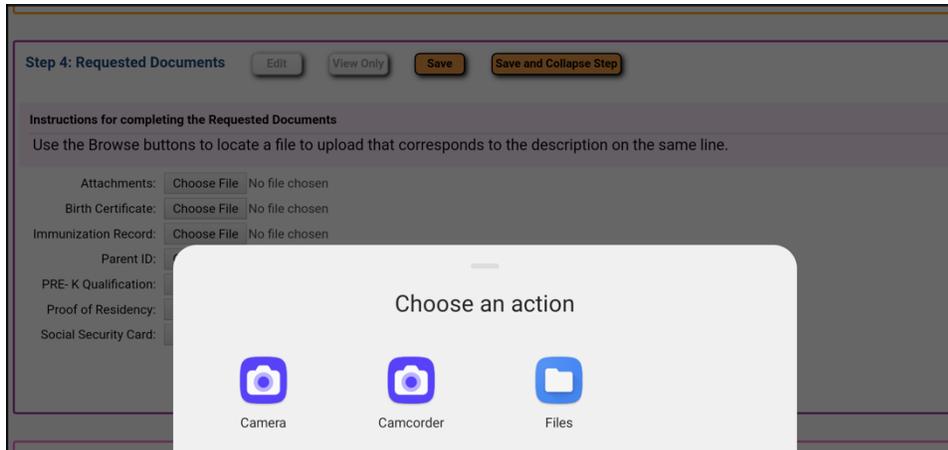


If you choose Take Photo, make sure your photo is legible in the preview window before selecting “Use Photo.”



Uploading with an Android Phone:

When you click on the “Choose File” button you will have the option to take a photo, record a video, or browse to the files on your phone.



If you choose “Camera” to take a photo, make sure to verify that the image is legible in the preview window before choosing “OK.”



After you choose the file, you will see that it is attached on your screen. Depending on your internet speed, it does take a short wait to appear while it uploads. When all your required documents appear on this screen, click the button to Complete Step 4.

Step 4: Requested Documents

Instructions for completing the Requested Documents
Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.

Attachments: no file selected

Birth Certificate: [image.jpg](#)

Immunization Record: no file selected

Parent ID: no file selected

PRE- K Qualification: no file selected

Proof of Residency: no file selected

Social Security Card: no file selected