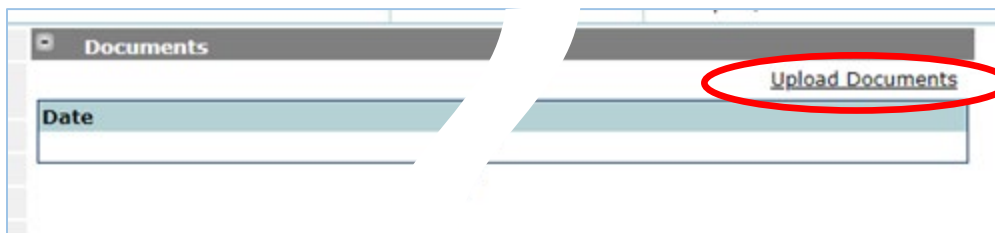




After logging into ParentPortal, select your student at the top of the screen

Click on **Documents**



In the **Documents** area, click "Upload Documents" on the far right

The screenshot shows a web form for document submission. At the top, there are three buttons: 'Reset Document', 'Submit Document', and 'Updates Pending'. Below this is the 'Document Information' section. It includes a 'Document Date' field with the value '06/22/2021' and a calendar icon. The 'Document Type' is a dropdown menu currently set to 'Student COVID Vaccination Record'. Below that is a 'Title' text input field. The 'File' section has a 'Choose File' button and the text 'No file chosen'. There is also a 'File Type' label and a 'Notes' text area. Three red arrows point to the 'Submit Document' button, the 'Student COVID Vaccination Record' dropdown, and the 'Choose File' button.

1. Select Document Type "Student COVID Vaccination Record"
2. Choose File
3. Submit Document

Title and Notes are optional

If you have more than one student in the district, make sure to switch students at the top of the ParentPortal screen before uploading the next student's vaccination record so that documents get linked to the correct student.