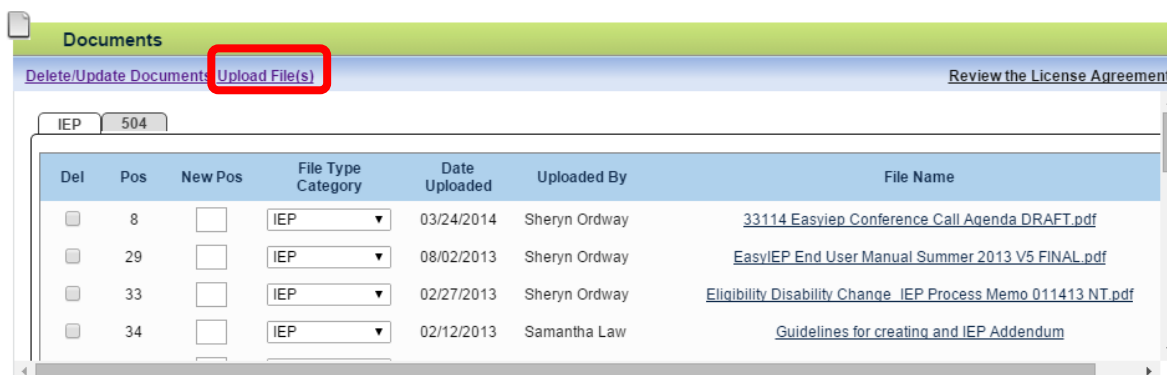


## Uploading End of Year SEAS Report to OK EdPlan™

1. To upload files to your OK EdPlan™ district site click on the “Upload File(s)” hyperlink located above the list of documents in the bottom most widget on the Main Menu page as shown in the following screenshot:



2. Once you have selected to upload your file you are prompted to choose the file from its location. This can be on your computer, from a network or external devise (e.g. thumb drive, external hard drive, etc) just as you would if you were attaching a document to an email communication. The “Choose File” button is shown in the following screenshot:

### Upload File to system

okrefiep  
[New Mail!](#)

Use this section to upload files for other users to view and/or print

File to Upload:  No file chosen

Label (optional):  (if Label is empty, filename will be displayed)

Existing File to Replace:  (to replace an existing Uploaded File)

File Category (optional):

3. After you have chosen your file for upload you will label the file with the following naming convention:

**School District Name\_EndOfYearSEASData\_date**

The screenshot below has been provided for reference using Tulsa Public Schools as an example of the naming convention:

## Upload File to system

okrefiep  
[New Mail!](#)

Use this section to upload files for other users to view and/or print

File to Upload:  End of Year SEAS data.pdf

Label (optional):  (Label is empty, filename will be displayed)

Existing File to Replace:  (to replace an existing Uploaded File)

File Category (optional):

4. Once the file has been chosen and labeled you will click the green “Upload File(s)” button at the bottom of the page to save that document as shown in the screenshot that follows:

## Upload File to system

okrefiep  
[New Mail!](#)

Use this section to upload files for other users to view and/or print

File to Upload:  End of Year SEAS data.pdf

Label (optional):  (if Label is empty, filename will be displayed)

Existing File to Replace:  (to replace an existing Uploaded File)

File Category (optional):

Upload File(s)

5. After the file has been uploaded it will appear under the “General Files” section on the Main Menu page as shown in the following screenshot.

Documents

[Delete/Update Documents](#) [Upload File\(s\)](#)

[Review the License Agreement](#)

General FilesIEP504

Del	Pos	New Pos	File Type Category	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>	1	<input type="text"/>	General Files	06/19/2015	Samantha Law	<a href="#">Tulsa Public Schools_EndOfYearSEASdata_06.22.2015</a>

6. To inform PCG your file is ready to be imported you will send an email to [OKEdPlan@pcgus.com](mailto:OKEdPlan@pcgus.com) and include the following information: (The Tulsa example is provided for reference only)

To whom it may concern:

The End of Year SEAS Data file has been uploaded to the Main Menu of our OK EdPlan™ site.  
The following is the required district information:

**District Name** – Tulsa Public Schools

**District Code** - 721001

**Contact Name for the district report:** Mr. Special Educator

**Contact Phone number:** 901-555-1212

**Contact Email Address:** [specialeducation@tulsapublicschools.org](mailto:specialeducation@tulsapublicschools.org)