Upload External Documents

All districts have the capability to upload external documents in OkEdplan. Users have the option to attach items such as signature pages to the documents that have been created in EdPLan as well as uploading documents for inclusion in the electronic file for the student.

To attach a document to one created within EdPlan:

1. On the Documents tab select the 'Upload External Attachment' button.



2. On the Upload External Attachment screen, click the Choose File button to select the file to upload. Documents are limited to a 5.00 megabyte file size and several file types are accepted.

EdPlan by PCG Educa	ation					Welcome k	annifor I	My Calonda	Q r Message Board Logout
	My Cale	ndar	My Docs N	My Reports	Wizards			ol System	My Info PCG
Student Profile	ersonal	Con	itact Log	Eligibility Pro	ocess	IEP Process	Doc	cuments	Student History
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Permitte	d file exte	ensions a	re: PDF, DOC, X No file may b	(LS, TXT, RTF be greater than	, PPT, TIF, J 25.00 MB in	PG, PNG, XLS size.	Х , РРТ Х ,	and DOCX	
		Doc ID	Date Generate	<u>d</u>	<u>Docı</u>	<u>iment</u>			
		1476	02/17/2016	OK IEP					
	\bigcirc	1284	11/26/2015	504-Studen	it Plan				
		1060	09/23/2015	Progress R	eport (2015-2	016 - Reporting	Period 4)		
	\bigcirc	1049	09/18/2015	504-Studen	t Plan				
		1047	09/18/2015	504-RED					
	\odot	1045	09/18/2015	OK IEP					
		1032	09/17/2015	504-Eligibili	ity Report (Eli	gible)			
	\bigcirc	1030	09/17/2015	504-RED					
		1018	09/17/2015	OK Eligibili	ty - MEEGS				
	\bigcirc	1012	09/17/2015	OK Eligibili	ty - MEEGS				
File				Name (it	f not provide				
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				Upload Fi	le				

- 3. Enter a name or description of the file uploaded.
- 4. Select the 'Choose File' button and attach your document.
- 5. Click the Document you would like to attach by selecting the radio button.





	Doc ID	Date Generated	<u>Document</u>
0	1476	02/17/2016	<u>OK IEP</u>
\bigcirc	1284	11/26/2015	504-Student Plan
0	1060	09/23/2015	Progress Report (2015-2016 - Reporting Period 4)
\bigcirc	1049	09/18/2015	504-Student Plan
\odot	1047	09/18/2015	504-RED
\bigcirc	1045	09/18/2015	<u>OK IEP</u>
\odot	1032	09/17/2015	504-Eligibility Report (Eligible)
\bigcirc	1030	09/17/2015	504-RED
\odot	1018	09/17/2015	OK Eligibility - MEEGS
\bigcirc	1012	09/17/2015	OK Eligibility - MEEGS

- 6. Select 'Upload File'
- 7. Once uploaded, the document will attach and appear on the same line as the document selected.

Doc ID Date Generated		Document			Received	Attachment	Date Received
1476	02/17/2016	<u>OK IEP</u>	PDF			Testing Document	02/18/2016
1462	02/03/2016	IEP At-a-Glance	PDF		(Draft)		
1458	02/03/2016	Progress Report	PDF		(Draft)		
1284	11/26/2015	504-Student Plan	PDF				
1060	09/23/2015	Progress Report (2015-2016 - Reporting Period 4	PDF				
1049	09/18/2015	504-Student Plan	PDF				
1047	09/18/2015	504-RED	PDF				
1045	09/18/2015	<u>OK IEP</u>	PDF				
1032	09/17/2015	504-Eligibility Report (Eligible)	PDF				
1030	09/17/2015	504-RED	PDF				
1018	09/17/2015	OK Eligibility - MEEGS	PDF				
1012	09/17/2015	OK Eligibility - MEEGS	PDF				
		(12 Docum	nts)				
		Update the Database Vi	w Docu	ument B	atch		
		Upload External A					

