How to Upload HQT Documents

The forms listed below need to be uploaded to Infinite Campus. **You must keep the original printed documents at your site in your compliance notebook**, as they would be required in the event of an audit by the Ohio Department of Education and/or the Federal Government.

Scan the completed documents and save each file in PDF format using the following naming convention: (*** insert individual teacher/paraprofessional name for each sheet ***)

Document	File Name Format	Where to Upload
Principals Recording Sheet (PRS)	2016-17 HQT PRS.pdf	Principal's Person Documents Tab
Annual Principal Attestation form	2016-17 HQT Attestation Form.pdf	Principal's Person Documents Tab
Teacher Status Sheet (TSS)	2016-17 HQT TSS John Smith.pdf	Teacher's Person Documents Tab
Form E: Intervention Specialists	2016-17 HQT Form E Robert Johnson.pdf	Teacher's Person Documents Tab
Form F: Instructional Paraprofessionals Sheet	2016-17 HQT Form F Shirley Jones.pdf	Paraprofessional's Person Documents Tab

To upload documents, follow the steps below:

1. Open the **Search Tab**
2. Choose All People
3. Click the **Advanced Search** link
4. Enter the last name and first name in the boxes provided and click **Search**

> You can differentiate between students, teachers, parents, etc. by how they appear in the search results. Employees will appear with a six-digit number in parenthesis ... this is their employee number. Students have their student ID after the # symbol.

5. Click on the person's name
6. Click the Person Documents tab ⚠ *Note: if you do not see the person documents tab, make sure that you go to* **Index > Census > People** *after your search to see the right set of tabs.*
7. Click the **Upload Document** button

8. Click the **Add Files** button
9. Choose the scanned document from where you saved it
10. Click the Terms & Conditions check box
11. Click the **Upload** button

12. When completed, the document list should show the document you just uploaded

Document List

	Date Uploaded ▼	Name ⬍	File Description
✕ 📄	10/29/2015 8:13 AM	2015-16 HQT PRS	**12**

Upload Documents ✕

	Name	Description	Campus Tool	Size
✕	2015-16 HQT PRS		Person Documents (default) ▾	0.01 MB

Add Files **8** Size: 3MB

☑ I c... **10** bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus.

11 Upload

	Name	Description	Campus Tool	Size
✕	2015-16 HQT PRS		Person Documents (default) ▾	