

# 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
<b>Principals Recording Sheet (PRS)</b>	2016-17 HQT PRS.pdf	Principal's Person Documents Tab
<b>Annual Principal Attestation form</b>	2016-17 HQT Attestation Form.pdf	Principal's Person Documents Tab
<b>Teacher Status Sheet (TSS)</b>	2016-17 HQT TSS <b>John Smith</b> .pdf	Teacher's Person Documents Tab
<b>Form E: Intervention Specialists</b>	2016-17 HQT Form E <b>Robert Johnson</b> .pdf	Teacher's Person Documents Tab
<b>Form F: Instructional Paraprofessionals Sheet</b>	2016-17 HQT Form F <b>Shirley Jones</b> .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

**Campus Search**

Search for a record being tracked in Campus by u context other than the current (Example: A student You may search school-wide. **NOTE: Census se**

Index: 1 Search <

All People 2

Search All People Go

3 Advanced Search

Search Results: 8

Johnson, Jason

Johnson, Jason

Johnson, Jason

Johnson, Jason

Johnson, Jason

Johnson, Jason [04/27/1982]

Johnson, Jason L (176611) 5

Johnson, Jason T #1158603 [08/27/2001]

**Census Person Search**

Student Number

Last Name Johnson 4

First Name Jason

SSN

Birth Date

Gender

Person ID

Phone Number

House Number

Street Name

Apt Number

City

Fuzzy Search

Search

**Johnson, Jason L**

Gender: M

Demographics Identities Households

Relationships Enrollments District Employment

District Assignments School Choice Credentials

Overrides Fees ID H 6

**Person Documents**

Upload Document 7

Date Uploaded Name File Descripti

No documents have been uploaded for the person selected.

Document List			
	Date Uploaded	Name	File Description
	10/29/2015 8:13 AM	2015-16 HOT PRS	

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**Upload Documents** ✕

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

8 Size: 3MB

10 bound by the Terms and Conditions of the [Acceptable Use Policies](#) of both the District and Infinite Campus.

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