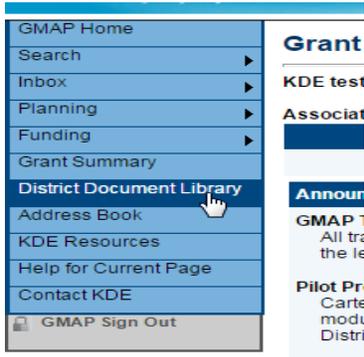


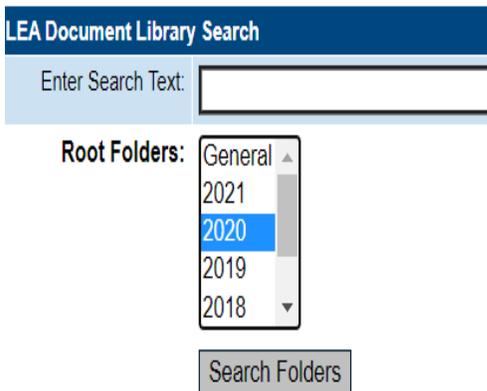
Instructions for Completing the CARES Act Equitable Services Agreement Upload

1. Select *District Document Library* in the upper left Main Menu.

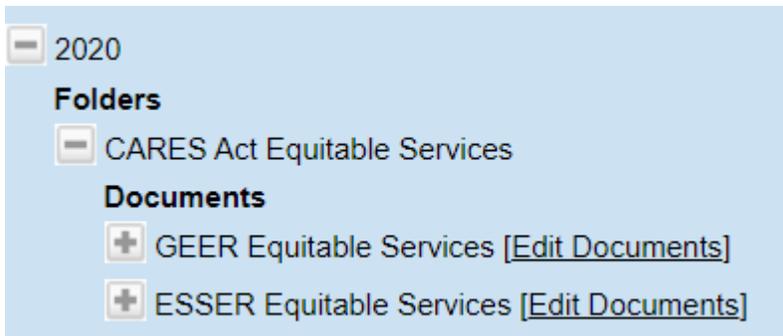


[Superintendent John](#)

2. Click on 2020 for the 2019-2020 school year and click on *Search Folders*.



3. Open the 2020 folder and click on *CARES Act Equitable Services* and locate the “GEER Equitable Services” or “ESSER Equitable Services”. Click *Edit Documents*. Download the appropriate equitable services agreement.



4. Click on *Upload Document* and *Choose File*. Upload all Equitable Services Agreements completed for each private school. Enter a Document Name and click Save.

Document Information	
Document Name	GEER Equitable Services
Folder Hierarchy	2020 CARES Act Equitable Services
Upload Begin Date	6/1/2020
Upload End Date	
Minimum Required Count	0
Maximum Allowed Count	
Document Template	GEER Equitable Services

Upload Document

Document Name:	<input type="text"/>
Document:	<input type="text"/> <input type="button" value="Select"/>
Document Description:	<input type="text"/>

5. To verify a successful upload, click *Return to District Document Library*.

Documents/Links

   GEER Equitable Services

[Return to District Document Library](#)

6. Click on *CARES Act Equitable Services* and click “GEER Equitable Services” or “ESSER Equitable Services”. Under Document History, you will see the uploaded file along with the date and time stamp.

District Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

+ General

- 2020

Folders

- CARES Act Equitable Services

Documents

- GEER Equitable Services [\[Edit Documents\]](#)

+ Document History

Document Name	Date Created	Created By	Date Modified	Modified By
 GEER Equitable Services	6/29/2020 9:39:48 AM	Thelma M. Hawkins	6/29/2020 9:39:48 AM	Thelma M. Hawkins

+ ESSER Equitable Services [\[Edit Documents\]](#)