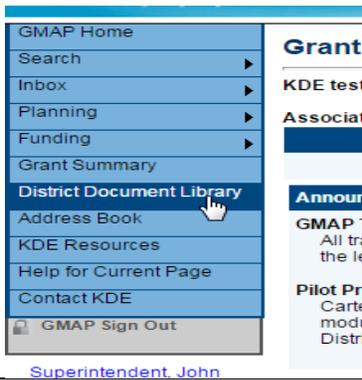# Instructions for Completing Equitable Services Agreement Upload

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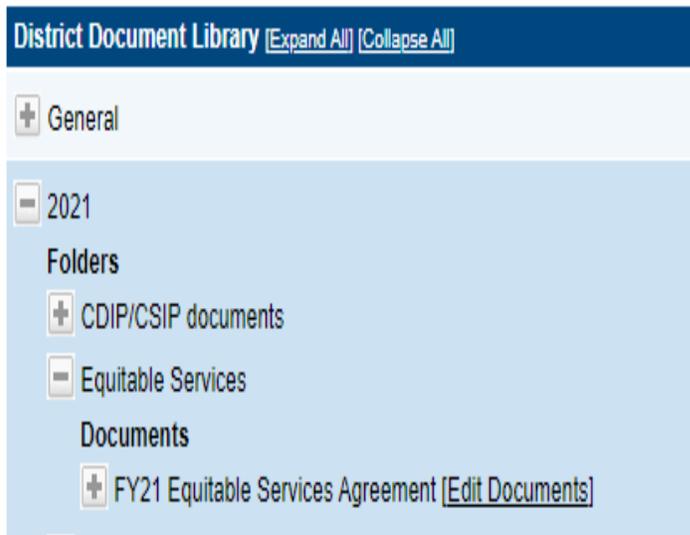

2. Click on 2021 for the 2020-2021 school year and click on *Search Folders.*

3. Open the 2021 folder and click on *Equitable Services* and locate the "FY21 Equitable Services Agreement" and click *Edit Documents.* Download the "FY21 Equitable Services Agreement".

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

Upload Document

Test District (Test) Public District - FY 2021

Document Information	
Document Name	FY21 Equitable Services Agreement
Folder Hierarchy	2021 Equitable Services
Upload Begin Date	6/1/2020
Upload End Date	
Minimum Required Count	0
Maximum Allowed Count	
Document Template	FY21 Equitable Services Agreement

Upload Document	
Document Name:	FY21 Equitable Services Agreement
Document:	● FY21EquitableServicesAgreement.pdf ✕ Remove
Document Description:	FY21 Equitable Services Agreement

Save   Cancel

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

Update Documents And Links

Test District (Test) Public District - FY 2021

Document Information	
Document Name	FY21 Equitable Services Agreement
Folder Hierarchy	2021
	Equitable Services
Upload Begin Date	6/1/2020
Upload End Date	
Minimum Required Count	0
Maximum Allowed Count	
Document Template	FY21 Equitable Services Agreement

Upload Document

Documents/Links

🗑 FY21 Equitable Services Agreement

Return to District Document Library

6. Click on *FY21 Equitable Services Agreement*. Under Document History, you will see the uploaded file along with the date and time stamp.

Equitable Services

Documents

FY21 Equitable Services Agreement [Edit Documents]

Document History

Document Name	Update	Date	Author
FY21 Equitable Services Agreement	Document 'FY21 Equitable Services Agreement' was created.	6/25/2020 12:46:05 PM	KDE GMAP He

Document Name	Date Created	Created By	Date Modified	Modified By
FY21 Equitable Services Agreement	6/25/2020 12:46:05 PM	KDE GMAP Help	6/25/2020 12:46:05 PM	KDE GMAP Help