

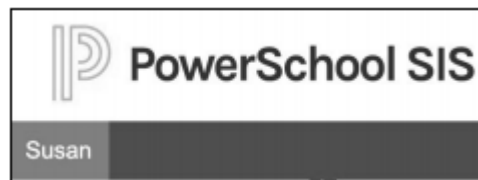
# Uploading Files to PowerSchool as a Parent

We are pleased to announce a new feature that enables parents to securely upload files directly in the PowerSchool Parent Portal. This new feature allows parents to submit documents such as:

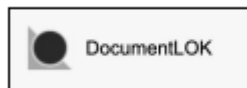
- Health Forms
- Birth certificate
- Residency documentation

All files that are uploaded by parents will be reviewed by an Enrollment Office team member and will be routed for review as needed. Instructions for how to upload documents to the PowerSchool Parent Portal are presented below.

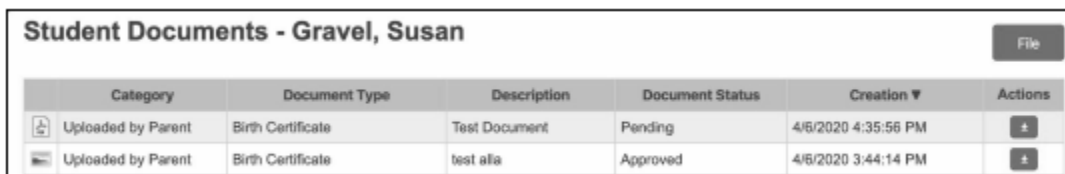
1. Navigate to <https://powerschool.brookfield.k12.ct.us/public/home.html>
2. Log into the PowerSchool Parent Portal using your personal username and password
3. After logging in, select the student's name at the top of the screen for whom you need to upload a document



4. Using the side navigation bar, click DocumentLOK



5. The student's electronic file cabinet will appear; click the File Button

A screenshot of the 'Student Documents - Gravel, Susan' page. The page has a title bar with the name and a 'File' button. Below the title bar is a table with columns for Category, Document Type, Description, Document Status, Creation, and Actions. There are two rows of data in the table.

Category	Document Type	Description	Document Status	Creation	Actions
Uploaded by Parent	Birth Certificate	Test Document	Pending	4/6/2020 4:35:56 PM	
Uploaded by Parent	Birth Certificate	test afa	Approved	4/6/2020 3:44:14 PM	

6. A sidebar will appear on the right side of the screen; click the Choose Files button and select the file to upload.



- Using the Document Type drop-down menu, select the type of document being uploaded, and add a description (e.g., for a birth certificate, simply enter "birth certificate")

A screenshot of a document upload form. It contains the following fields:

- \*Category**: A drop-down menu with "Uploaded by Parent" selected.
- \*Document Type**: A drop-down menu with "Birth Certificate" selected.
- \*Description**: A text input field containing "Birth Certificate".
- \*Document Status**: A drop-down menu with "Pending" selected.

Below these fields, the following student information is displayed:

- Student Name:** Gravel, Susan
- Student Number:** 197000
- State Student ID:** 123456789
- Campus ID:** 0
- DOB:** 02/02/2001

At the bottom of the form is an "Upload" button.

- When ready to do so, click the Upload button
- Your file will be submitted to the Enrollment Office for review