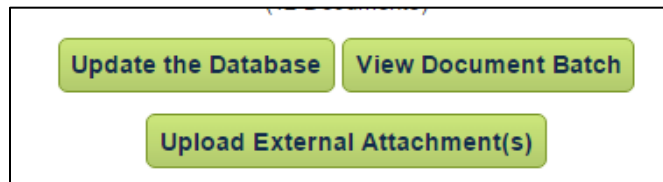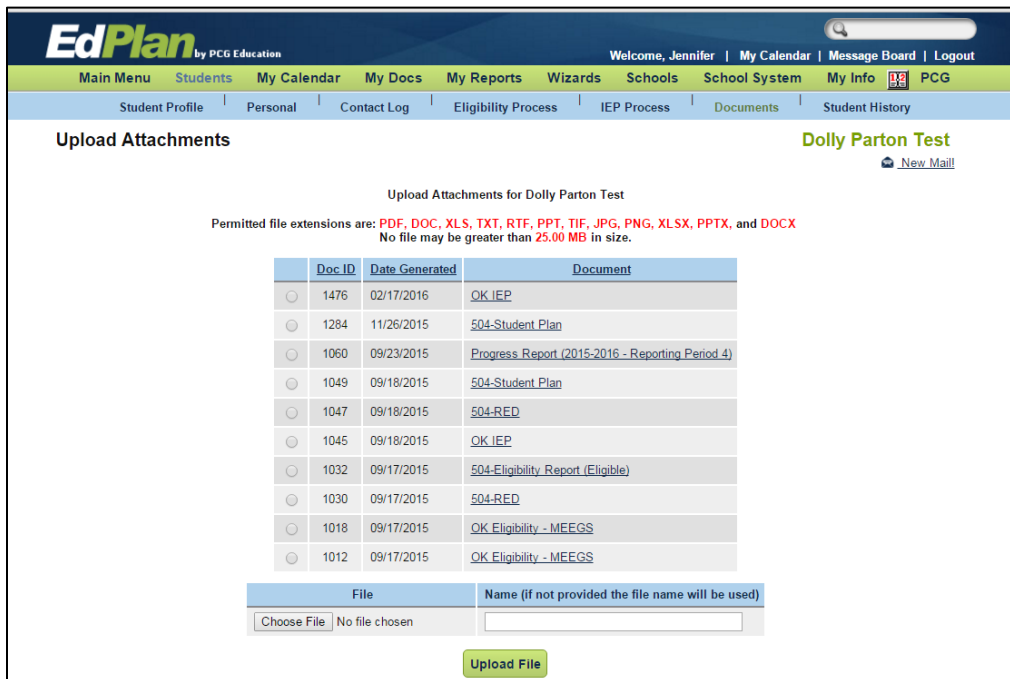# Upload External Documents

All districts have the capability to upload external documents in OkEdplan. Users have the option to attach items such as signature pages to the documents that have been created in EdPLan as well as uploading documents for inclusion in the electronic file for the student.

To attach a document to one created within EdPlan:

1. On the Documents tab select the 'Upload External Attachment' button.

2. On the Upload External Attachment screen, click the Choose File button to select the file to upload. Documents are limited to a 5.00 megabyte file size and several file types are accepted.

3. Enter a name or description of the file uploaded.
4. Select the 'Choose File' button and attach your document.
5. Click the Document you would like to attach by selecting the radio button.

	Doc ID	Date Generated	Document
○	1476	02/17/2016	OK IEP
○	1284	11/26/2015	504-Student Plan
○	1060	09/23/2015	Progress Report (2015-2016 - Reporting Period 4)
○	1049	09/18/2015	504-Student Plan
○	1047	09/18/2015	504-RED
○	1045	09/18/2015	OK IEP
○	1032	09/17/2015	504-Eligibility Report (Eligible)
○	1030	09/17/2015	504-RED
○	1018	09/17/2015	OK Eligibility - MEEGS
○	1012	09/17/2015	OK Eligibility - MEEGS

6. Select 'Upload File'
7. Once uploaded, the document will attach and appear on the same line as the document selected.

Documents created for Dolly Parton Test

Doc ID	Date Generated	Document		Batch	Received	Attachment	Date Received
1476	02/17/2016	OK IEP	PDF	☐	☐	Testing Document	02/18/2016
1462	02/03/2016	IEP At-a-Glance	PDF	☐	(Draft)		
1458	02/03/2016	Progress Report	PDF	☐	(Draft)		
1284	11/26/2015	504-Student Plan	PDF	☐	☐		
1060	09/23/2015	Progress Report (2015-2016 - Reporting Period 4)	PDF	☐	☐		
1049	09/18/2015	504-Student Plan	PDF	☐	☐		
1047	09/18/2015	504-RED	PDF	☐	☐		
1045	09/18/2015	OK IEP	PDF	☐	☐		
1032	09/17/2015	504-Eligibility Report (Eligible)	PDF	☐	☐		
1030	09/17/2015	504-RED	PDF	☐	☐		
1018	09/17/2015	OK Eligibility - MEEGS	PDF	☐	☐		
1012	09/17/2015	OK Eligibility - MEEGS	PDF	☐	☐		

(12 Documents)

[Update the Database] [View Document Batch]

[Upload External Attachment(s)]