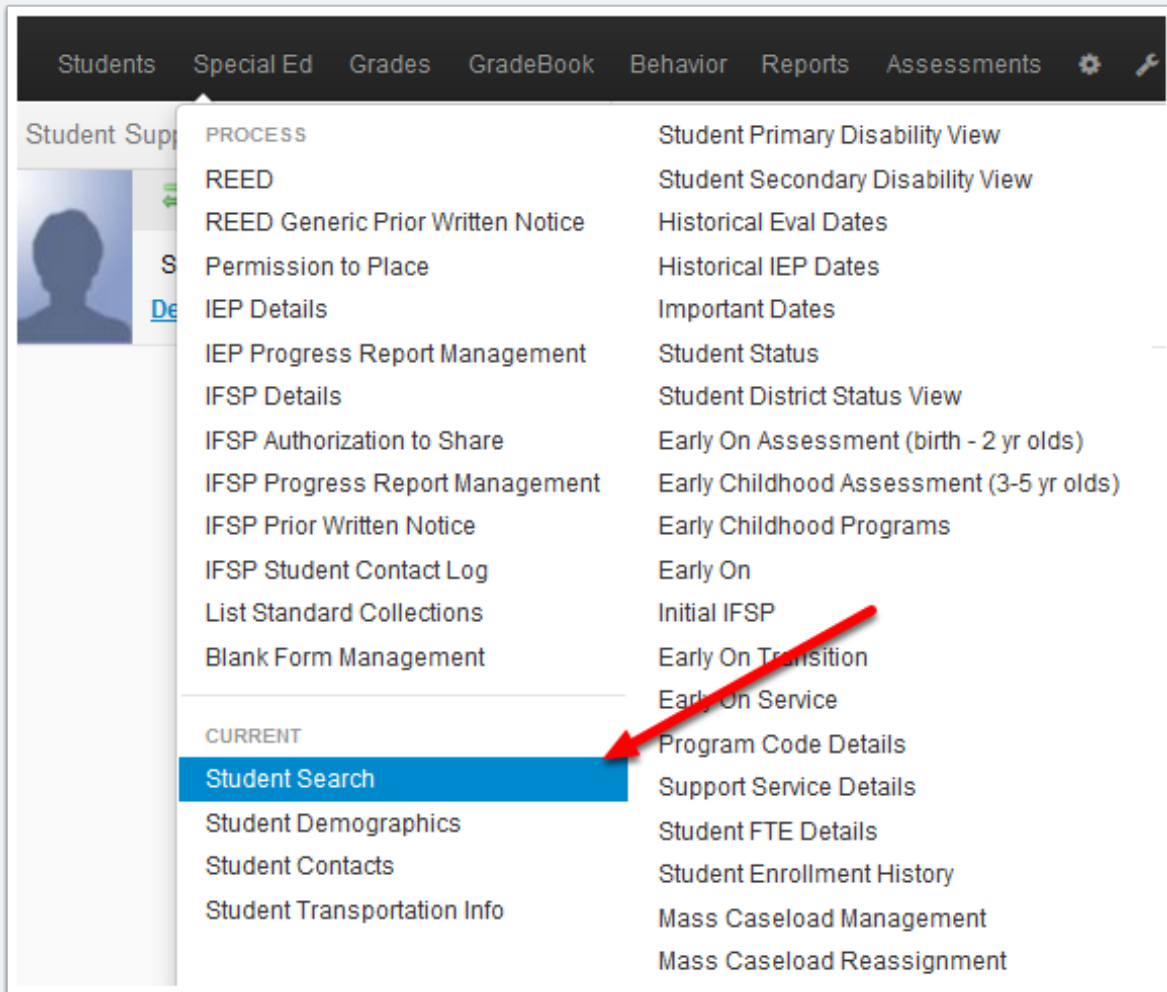


# How to upload an evaluation document to a REED

## Locate the student

Use the Special Ed > Student Search to locate the student.

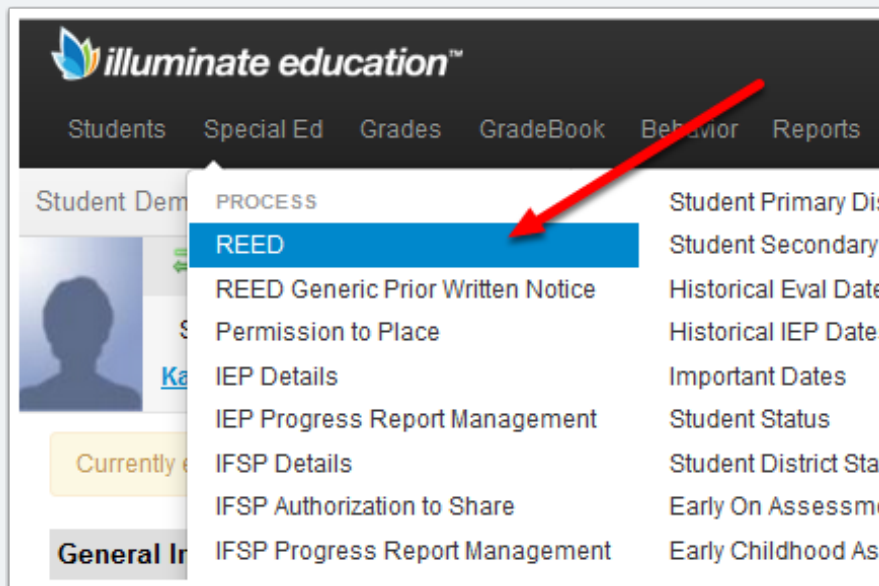


## Go to the student REED

If your search was very specific, your search may have returned a single student and your screen will show the Student Demographic Details. Select Special Ed > REED.

# How to upload an evaluation document to a REED

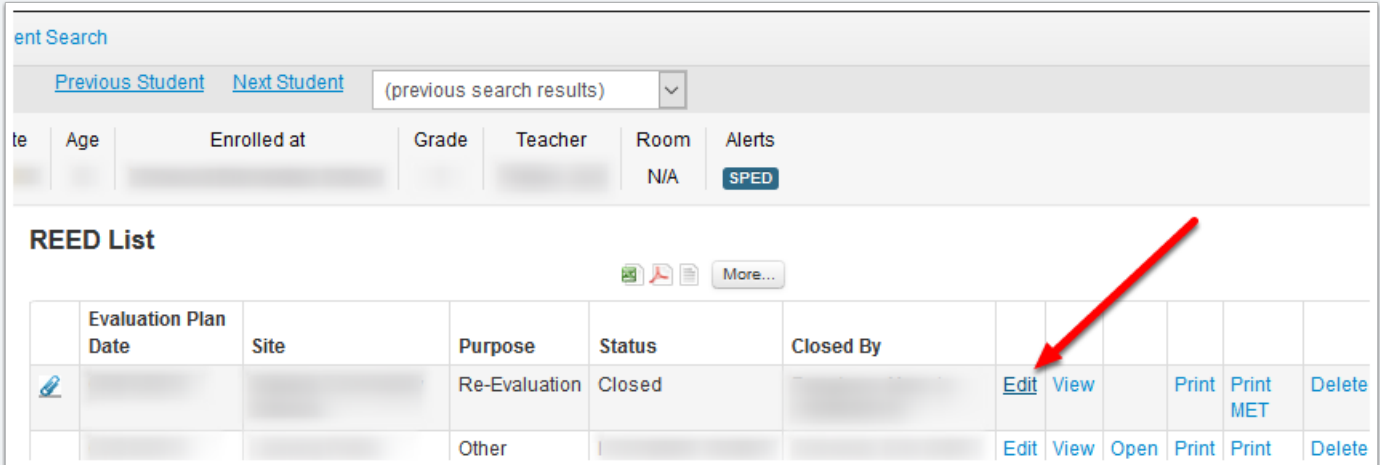
The search results may have included multiple students. If so, locate the correct student and click on their name to go the Student Demographic Details. Then select Special Ed > REED.



# How to upload an evaluation document to a REED

## Edit the appropriate REED

The REED list for the student should appear. Find the REED which should contain the attachment, and then click the "Edit" link.







ent Search

[Previous Student](#) [Next Student](#) (previous search results) ▾

te Age Enrolled at Grade Teacher Room Alerts  
N/A SPED

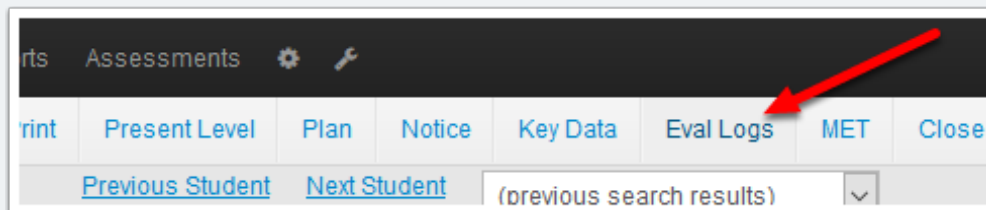
### REED List

   [More...](#)

	Evaluation Plan Date	Site	Purpose	Status	Closed By						
			Re-Evaluation	Closed		<a href="#">Edit</a>	<a href="#">View</a>		<a href="#">Print</a>	<a href="#">Print MET</a>	<a href="#">Delete</a>
			Other			<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Open</a>	<a href="#">Print</a>	<a href="#">Print</a>	<a href="#">Delete</a>

## Click on the Eval Logs choice in the sub-navigation bar

Attachments are loaded to the Evaluation Logs section of the REED. Click Eval Logs in the sub-navigation bar near the top of the screen.



rts Assessments ⚙️ 🔑

[Print](#) [Present Level](#) [Plan](#) [Notice](#) [Key Data](#) [Eval Logs](#) [MET](#) [Close](#)

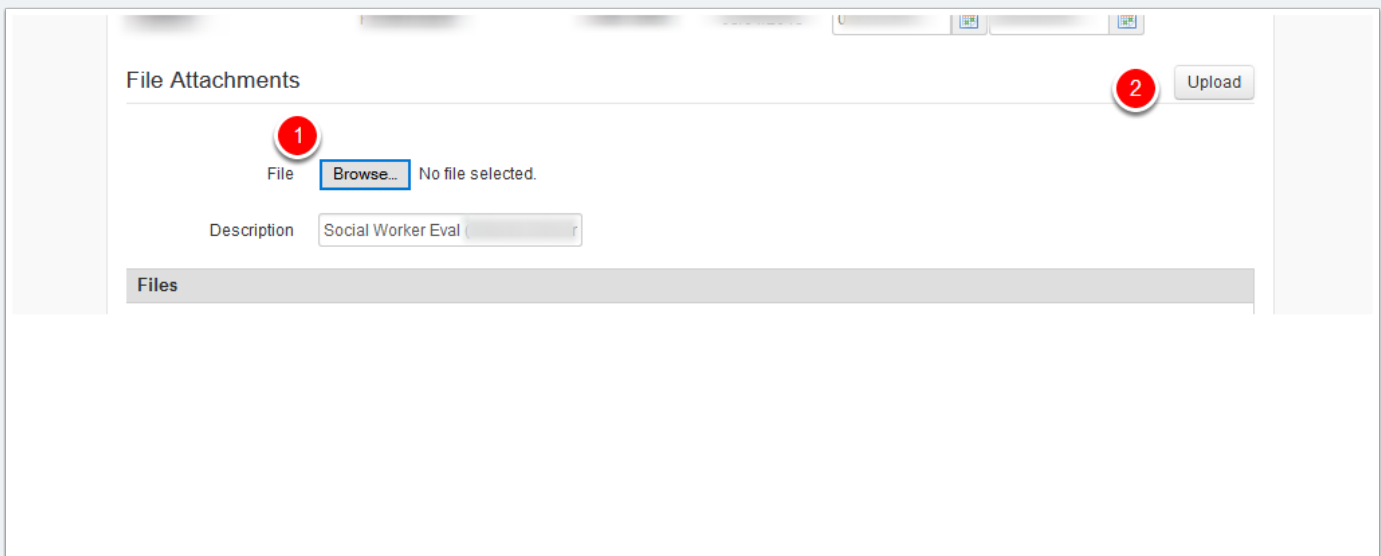
[Previous Student](#) [Next Student](#) (previous search results) ▾

# How to upload an evaluation document to a REED

## Upload the file

Locate the File Attachments area of the Evaluation Logs screen.

- 1) Click the Browse button and navigate to the file you wish to attach. You should also enter a description of the file (eval type, evaluator name and date of evaluation)
- 2) Click the Upload button to attach the file to the REED.



The screenshot shows a web interface for uploading a file. At the top, there is a header "File Attachments" with a red circle containing the number "2" and an "Upload" button. Below this, there is a "File" section with a red circle containing the number "1" pointing to a "Browse..." button. To the right of the "Browse..." button is the text "No file selected.". Below the "File" section is a "Description" section with a text input field containing "Social Worker Eval". At the bottom of the form is a "Files" section, which is currently empty.