

Student Attachments in PowerSchool

You can store documents for a student in PowerSchool (PS). These documents are uploaded to a student's **ATTACHMENTS** page.

Common uploaded documents:

- Birth Certificates
- Immunizations/Shot Records
- Home Language Survey (PLQ)
- Sports Physical
- Diploma

PowerSchool SIS

Start Page > Student Selection > Student Attachments

District Office 21-22 Quarter 2

Student Attachments

Success

File Name

Clear Apply

	File Name	Title	Categories	File Size	Date	Uploaded by	Actions
<input type="checkbox"/>	ASAA 2016-2017 .pdf		Sports Physical	403.34 KB	12/15/2016 05:21 PM	Gonzalez, Elsa	
<input type="checkbox"/>	BC.pdf		Birth Certificate	361.27 KB	10/25/2021 04:38 PM	Schmeid, Dave	
<input type="checkbox"/>	Physical 2016-2017.pdf		Sports Physical	236.54 KB	12/15/2016 05:21 PM	Gonzalez, Elsa	
<input type="checkbox"/>	SR 2.pdf	Newer	Immunizations	99.13 KB	10/25/2021 04:49 PM	Schmeid, Dave	
<input type="checkbox"/>	SR.pdf		Immunizations	99.13 KB	8/18/2016 02:43 PM	Gonzalez, Elsa	

Rows/Page 10

When you scan a document, or download one from email, make sure it's **one document per attachment**. For example, Birth Certificates and Shot Records need to be separate files.

Smith, David - Birth Cert.pdf
Smith, David - Shot Record.pdf

Once you have your documents scanned and organized, time to add them to the student's record.

Click the 'Browse' button to select the file you wish to upload.

You can give the attachment a title or add notes, this is optional.

Every attachment needs to be assigned a category. Select the category for the attachment. An attachment should only be assigned one category.

Use the category of 'other' if the document does not match an existing category.

Add

File Name

Clear Apply

Attach

Browse... 1 Files Selected

Smith, David - Birth Cert.pdf

File Size 131.79 KB

Title

Notes

Categories

- ATC
- Birth Certificate
- Diploma
- External Reviewed
- Home Language (HLS)
- Immunizations
- Other
- Sports Physical