

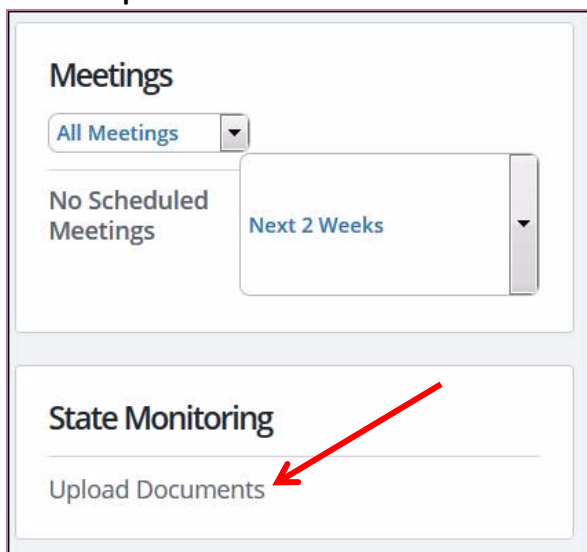


Last updated 09/07/2017

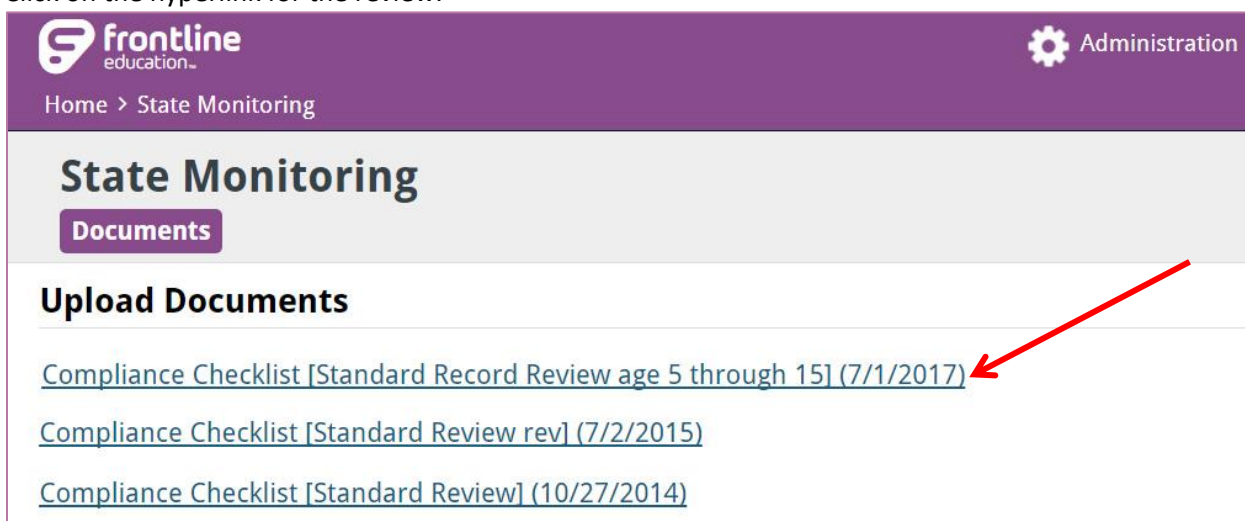
## Enrich Users

### From the Home Screen of Enrich

Click on **Upload Documents** in the State Monitoring section.



Click on the hyperlink for the review.



*\*The examples shown are taken from the CDE Enrich Sandbox and are not actual students or student information.*

## Choosing Documents to Upload

Enrich displays the students who are in the sample set on the left and the documents per student on the right. Choose the IEP and any other documents for the review from the table under the highlighted student's name.

Home > State Monitoring > Upload Documents

### State Monitoring

**Documents**

**Requested Students**

- 12345678910 - James, Mary A
- 12222222221 - Andrews, Shane P
- 12222222223 - Oliver, Larry S
- 12222222224 - Diego, Maria L
- 12222222225 - Black, Jennifer R
- 12222222226 - Davis, John B
- 12222222227 - Prea, Antoine O
- 12222222228 - Boll, Ceasar M
- 12222222229 - Gains, Shana S
- 12222222233 - Bolton, Richard B
- 12222222244 - Donaldson, Lee N

### Compliance Checklist [Standard Record Review age 5 through 15] (7/1/2017)

Print Contact Support Help

**James, Mary A (12345678910)**

Available To Upload	Selected For Upload
<b>Documents</b>	None selected
Alternate Assessment Worksheet 11/9/2016	
Eligibility Determination 11/9/2016	
ESY Predictive Factors - School Age 11/9/2016	
Evaluation Report 11/9/2016	
IEP - School Age 11/9/2016	

## Confirmation

The documents selected will show under the **Selected For Upload** section to the right. Click **Upload** and wait for the documents to load.

### Compliance Checklist [Standard Record Review age 5 through 15] (7/1/2017)

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**James, Mary A (12345678910)**

Available To Upload	Selected For Upload
<b>Documents</b>	
Eligibility Determination 11/9/2016	<input checked="" type="checkbox"/> Alternate Assessment Worksheet 11/9/2016
Evaluation Report 11/9/2016	<input checked="" type="checkbox"/> ESY Predictive Factors - School Age 11/9/2016
R. Scott - Team Member Excusal 11/9/2016	<input checked="" type="checkbox"/> IEP - School Age 11/9/2016
R. Scott - Team Member Excusal 11/9/2016	
Notice of Meeting 11/9/2016	



The documents are now listed under **Previously Uploaded** on the right lower section. If there are files to upload that are not in Enrich, see “Uploading Documents - Non-Enrich Users”.

**Compliance Checklist [Standard Record Review age 5 through 15] (7/1/2017)**

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James, Mary A (12345678910)

Available To Upload	Selected For Upload
<b>Documents</b>	<i>None selected</i>
Eligibility Determination 11/9/2016	<b>Previously Uploaded</b>
Evaluation Report 11/9/2016	<b>Documents</b>
R. Scott - Team Member Excusal 11/9/2016	• Alternate Assessment Worksheet 11/9/2016
R. Scott - Team Member Excusal 11/9/2016	• ESY Predictive Factors - School Age 11/9/2016
Notice of Meeting 11/9/2016	• IEP - School Age 11/9/2016

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