UPLOADING DOCS

Transcripts and PE Waivers

1. Transcripts: Make sure Student ID and your school name is on top right
   PE Waivers: Make sure all signatures are on form

2. Make sure the document is otherwise unmarked and legible

3. Go to the Transcript Batch DPS tab

4. Click on Documents

5. Click on Upload Document

6. Label the document:
   Transcript: School, or State, or Country
   PE Waiver: Term and SY

**Remember, the school is responsible for retaining copies of all records.**