How to Upload the Required Evidence Sources to The Title I School-Level Collaboration Site

1. Click on the last yellow tab titled “Evidence Sources Upload”, located on the left navigation menu of the Title I School-level Compliance Collaboration Site;

2. Locate your school designated folder (folders are in numerical order by school location). Please note that there are 100 schools per page, so if your school folder does not show on the page, you need to click on the “1 – 100”, “101 – 200”, “201 – 300”, or “301 – 305” to go to the next page;

3. Click on your school designated folder;
4. Click on the “Upload” tab, located at the top of the page (under Shared Documents)

5. Click on “Browse”

6. Locate the document(s)/evidence sources saved on your computer, and click “Open”

7. Click “OK”

Please be reminded that the full version of the upload document(s) must be kept in the appropriate section of the Title I Filing System.