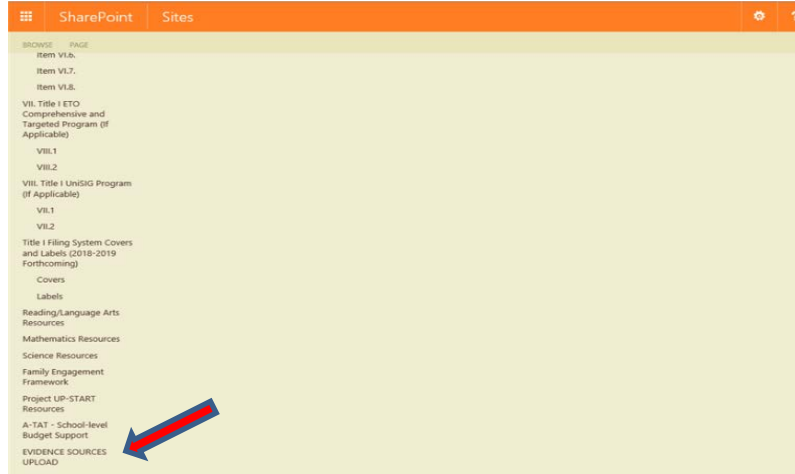


# How to Upload the 2018-2019 Title I School-level Parent and Family Engagement Plan (PFEP) to the Title I School-level Collaboration Site

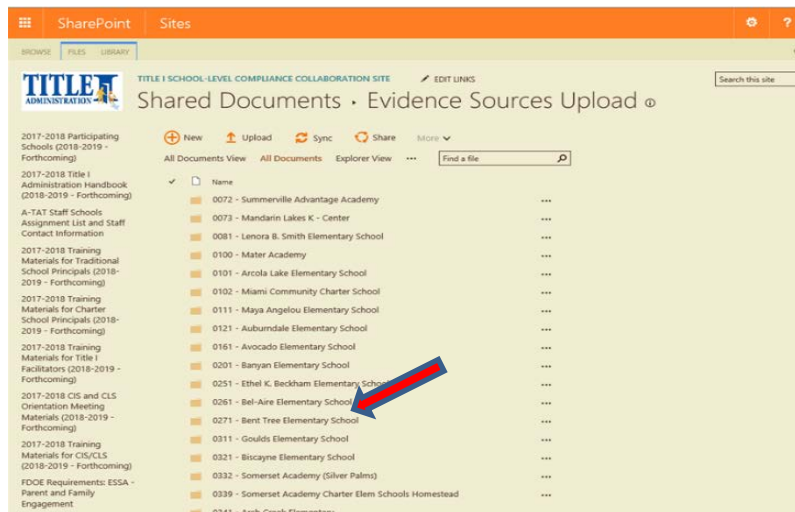
1. Click on the last tab *Evidence Sources Upload*, located on the left navigation menu of the Title I School-level Compliance Collaboration Site;



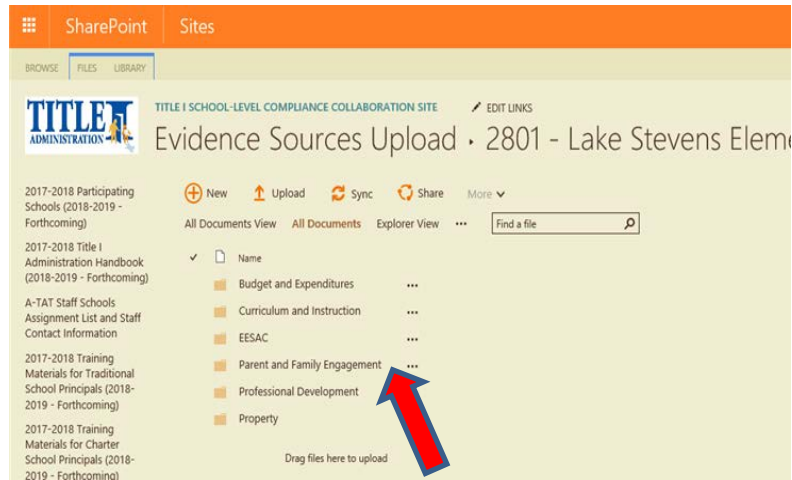
2. Locate your school's designated folder (folders are in numerical order by school location). Please note that there are 100 schools per page, so if your school folder does not show on the page, you need to click on the arrow next to numbers "1 – 100", "101 – 200", "201 – 300", or "301 – 305" to go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



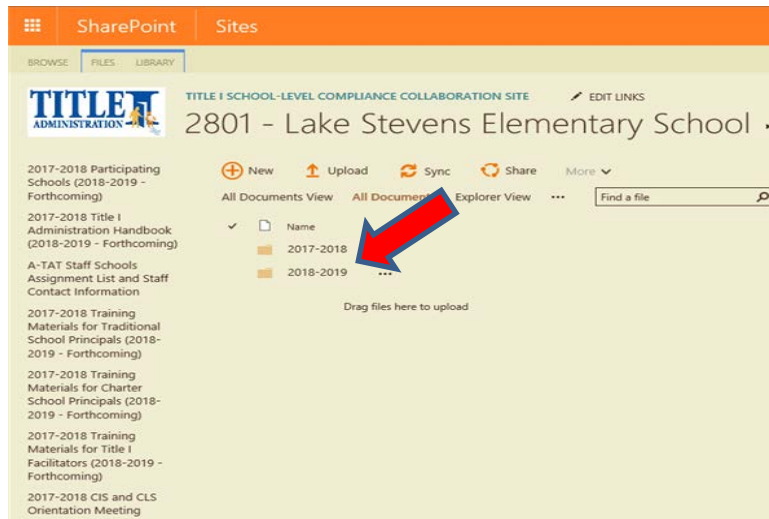
3. Click on your school designated folder;



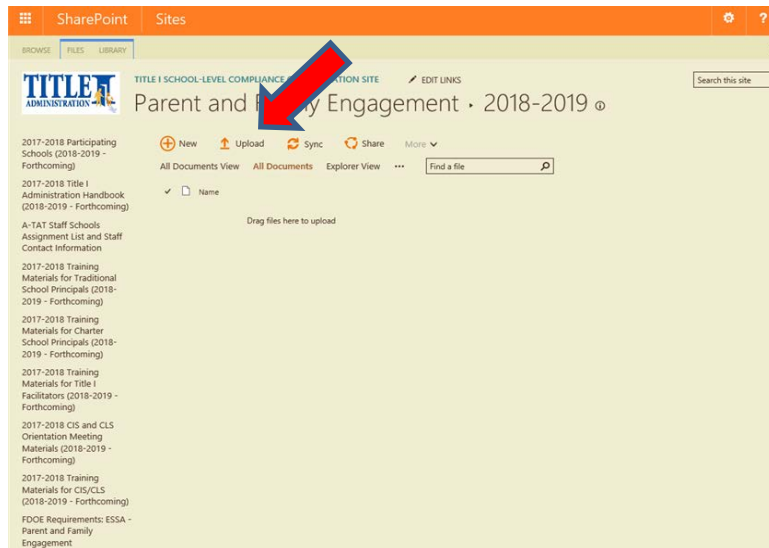
4. Click on the *Parent and Family Engagement* Folder;



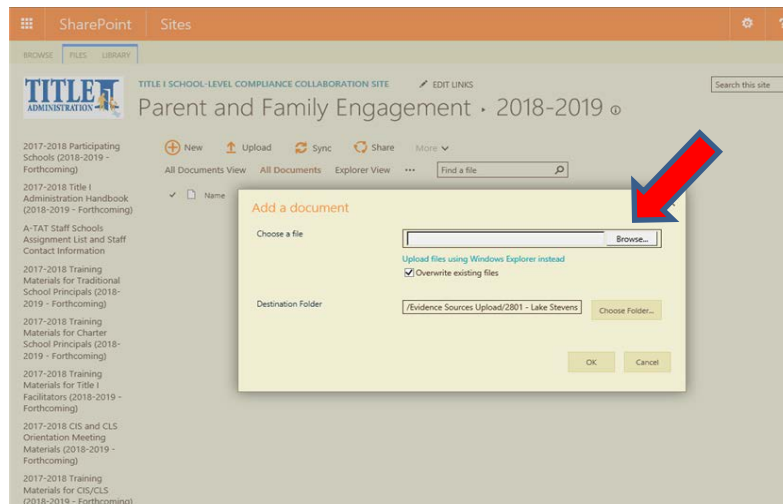
5. Click on the *2018-2019* Folder;



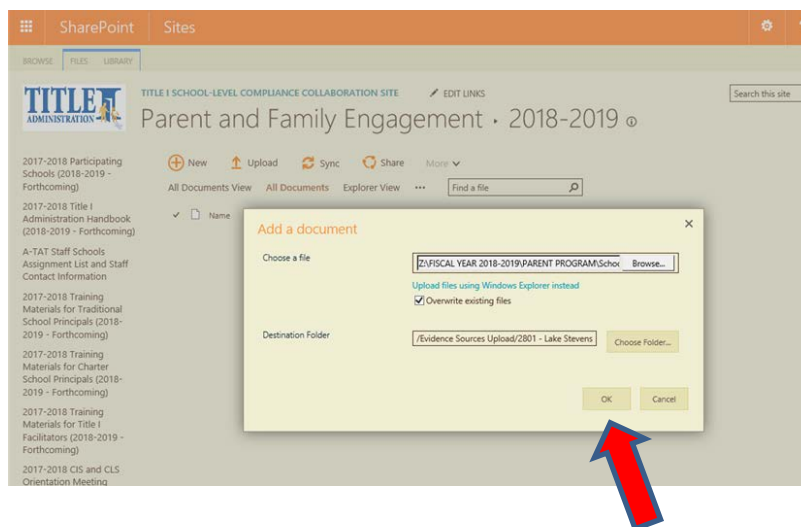
6. Click on the *Upload* tab, located at the top of the page, between *New* and *Sync*;



7. Click on *Browse* to locate the completed 2018-2019 Title I School-level PFEP saved on your computer then, click *Open*; and



8. Click *OK*



**Important Reminder!!!** – Please be reminded that the signed and dated version of the PFEP Assurances page (first page of the School-level PFEP) must be uploaded to the collaboration site, along with the completed plan.

**Note:** If you do not see the *upload* tab at the top of the page, please electronically contact Ms. Sheryl D. Knight to request “Contribute” access to your school folder. Ms. Knight’s email address is [SKnight@dadeschools.net](mailto:SKnight@dadeschools.net). Please include the following information in your correspondence:

**Subject:** Contribute Access Request

**School Name:**

**School Location Number:**

**Staff Name:**

**Staff Employee Number:**

**Deadline to submit the Title I School-level PFEP is Friday, October 9, 2018.**