

View and Upload Eligibility Documents

Last Modified on 10/22/2022 10:46 am CDT

Classic View: FRAM Eligibility

Search Term: Eligibility

Documents can be uploaded to the Eligibility tool if the administrator has enabled the document upload feature. This feature is useful for things like saving additional income verification data.

For more information about managing documents, see the Managing Document Attachments article.

To upload a document on the Eligibility tool, click the **Documents** button on the action bar then complete the following steps.

Eligibility										
÷	New	💩 Documents								
Eligibility Editor										
Sch	ool Year	Eligibility Type Eligibility	State Code	Certified Type		S				
	ofinite Campu Upload [Document								
	_					Dou				
		Date Uploaded 🔹 🔻	Name		\$	File Descrip				
	×B	02/17/2015 12:38 PM	Income Veri	fication 2015						

- 1. Click the **Upload Document** button.Click the **Add Files** button.
- 2. Locate the file(s) you want to attach and click **Open**.

Result

Campus adds the file(s) to the list of documents. Repeat this step until you have selected all of the files you want to attach.

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	Name	Description	Campus Tool	Size
×	Out of District Transfer Int	Out of District Transfer Int	Student Information > General > Enrollments	
×	Additional Student Informa	New Enrollment Info	Student Information > General > Enrollments	
dd Fi	iles Max File Size: 3MB			
I con	esent to be bound by the Terms ar	nd Conditions of the Acceptable U	se Policies of both the District and Infinite Campus.	



3. Click the **Upload** button.

Result

The documents appear in the Document List.

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			Document List		
	Date Uploaded 🛛 👻	Name 💠	File Description \$	Campus Tool \$	File ¢ Size ¢
				-	
×	12/09/2013 2:45 PM	Additional Student Information	International Student	Student Information > General > Enrollments	0.01 MB
×	12/09/2013 2:45 PM	Out of District Transfer Information		Student Information > General > Enrollments	0.01 MB