

Attaching a Document to the IEP

1. Scroll down to bottom of Forms List in User Tasks of netIEP to view “Add Attachment” feature.
2. If creating a document, do so in Microsoft Word or Excel. Save and name the document, e.g. “Notes” page.

The steps that follow would also apply for attaching scanned documents or a form from the Document Library of netIEP.

3. To attach created document click on “Add Attachment”.
4. Click on “Browse”, click on saved document you want to attach.
5. Select whether you want document/file on this student or on all students, (Step 2) shown on attachment screen. We advise selecting attachments only for this IEP.

Caution – selecting all means the attachment goes on all students within the cooperative. Not encouraged.

6. Click on “Upload selected file/document”, (Step 3).
7. Document should now be attached.