

## File Upload Instructions

*Please follow these instructions to upload files for your child's Back to School Informational Packets. Please contact your child's school if you have trouble uploading documents or if you have questions.*

Step 1: Go to the Van Buren School District website, [www.VBSD.us](http://www.VBSD.us).

Step 2: Locate the "Schools" tab and select your child's school. This will take you to the individual school website.

Step 3: Click on the "Documents" tab in top menu.

Step 4: Locate the Back To School Signature Packet links. Click either the English or Spanish link to complete the informational packet for your student.

Step 5: Once complete, save the file to your device. It is recommended you save the file under your child's name. Ex. John.Smith

Step 6: Return to the school's home page and click on the "Document Uploads" tab in the top menu.

Step 7: Click the black button on the left side that says, "Select File".

Step 8: Browse for your files and highlight the file name of your back to school packet. Click "Open" or "Choose." (Allowed file types: jpg, jpeg, png, gif, and pdf)

Step 9: Click the upload button. The text name of the file should turn green if your upload was successful. You will receive a confirmation number from the website.

Step 10: Repeat Steps 6-9 to upload any additional documents required for your child.

Step 11: Contact the school to verify all the necessary documents have been received.

