

## Instructions for Uploading Documentation to Infosnap

In order to register online, you must upload specific documentation so that the school knows you are eligible to attend. The following is a list of documentation that is required.

- **Original** Birth Certificate
- Immunization Records
- Proof of Residency (lease/purchase agreement, filed IRS form, change of address from PO, utility bill, and/or voter registration)
- Drivers License
- Adoption Papers (if applicable)
- Custody Papers (if applicable)
- Current case conference report and IEP (if applicable)
- Current Psych-Educational Evaluation (if applicable)

You do **not** need a document scanner in order to prepare these documents for upload to our registration site. The links below will guide you to an easy-to-use app for your mobile phone. We have also provided instructions.

**You must download this app and follow the instructions to prepare your documentation prior to completing the online registration process.**

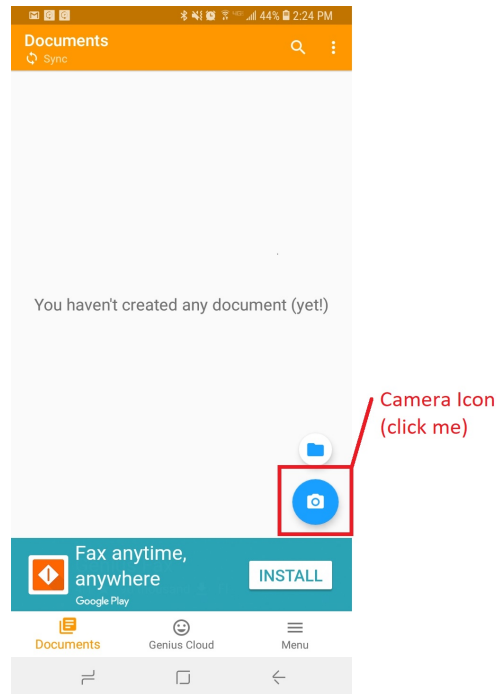
[Genius Scan](#) for iOS

[Genius Scan](#) for Android

Once you have the app downloaded, simply follow the instructions on the following pages.

Once completed you can go [here](#) and begin the registration process.

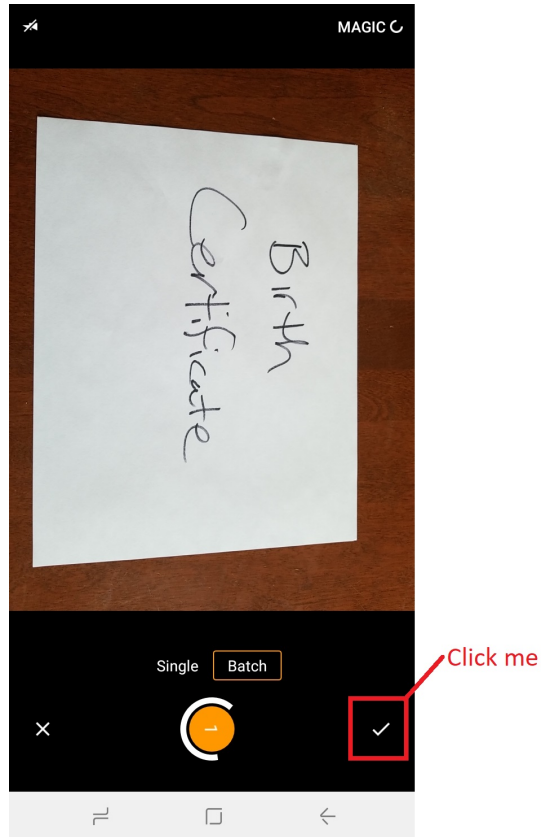
1. Gather all of your documentation.
2. Open the Genius Scan app and click the camera icon.



3. Place one piece of documentation on a flat surface and line up the image as if you are taking a picture of it.
4. Move the camera until you get a yellow box around the image and click the shutter button.

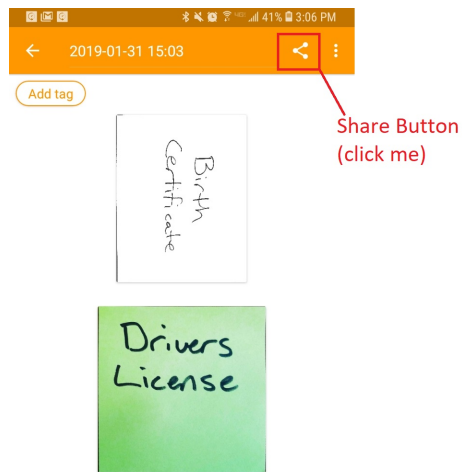


5. Repeat step 4 for each piece of documentation you have.
6. Once you are finished click the checkmark.



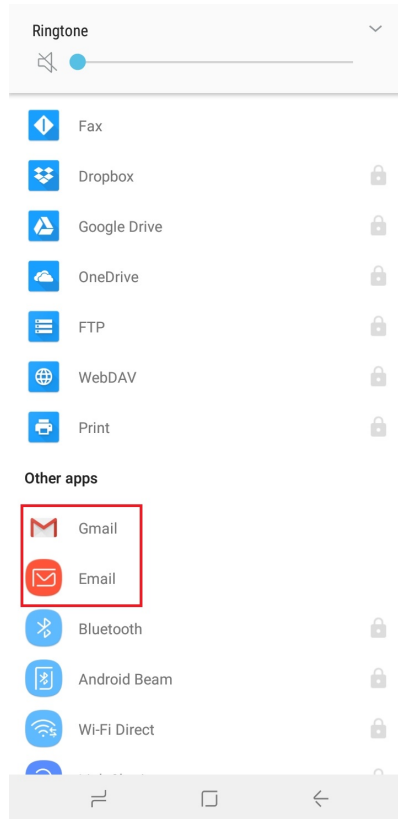
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7. Click on the Share button.



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8. Scroll down and choose either Gmail or Email to send your documents to yourself. This will make them available for upload to the registration site.



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Disclaimer: The documentation that you are scanning and sending digitally contains personally identifiable information. There is always a risk of this information being exposed when sending it in this manner. If you are not comfortable using these instructions, you are welcome to send the documentation through the USPS or personally bring it to the school.