JCampus Doc Archive

JCampus has added a **paperclip** to the right of a student's name (in the gray bar of Student Master) as an indicator that a document has been uploaded to Student Document Archive. Clicking the paperclip will pull up the Student Document Archive box allowing you to see the documents in each folder. You can view the document by clicking the document name.

Student documents must be scanned individually and **MUST** have the district naming convention:

School name/abbreviation, student first initial, first 3 letters of last name, 10 digit Louisiana State ID (SASID), documentation type.

Ex: BONN A Jor 1234567890 Records Request

FISH J Tom 1234506789   Withdrawal Slip

KELL C Far 9876543201 LEAP Score

MARR D Coo 9870654321 Doctor Note

HIGG D Shi 5432107869 IBC###

Doc Archive can be accessed using the following steps:

1. Pull up a student

2. Action button (top right)

3. Doc Archive

4. Student

Leaver documents must be uploaded
to the "Leaver documentation" folder
in Doc Archive