



# Sending Loose Paperwork

## What is Loose Paperwork?

Any paperwork that needs to be imaged into the student’s electronic record.

## When:

All Loose Paperwork should be sent WEEKLY via PONY.

## Procedure:



## Sort Paperwork:

- Sort paperwork in alpha order or by category.

## Prepare Paperwork:

- Student ID number on each page (printed or handwritten)
- No Staples – Paper clips and binder clips only
- Copies should be legible
- Paperwork for the same student should be paper clipped together
- Paperwork should be in the order you want it scanned
- Complete and Send the Loose paperwork log

## Record Paperwork:

Record all loose paperwork items on the loose paperwork log (excel spreadsheet).

You will be expected to:

- Complete the loose paperwork log.
- Send an electronic copy of the log to the Records Department.
- Print a copy of the log and insert it in the PONY envelope containing the loose paperwork. This will act as a cover sheet.
- Address the envelope, making sure to note FROM and TO.

## Complete the Loose Paperwork Log:

- Access and Download the worksheet.  
(training website/tutorials/records)
- Enter the date you are sending the loose paperwork.  
Note: The date you are sending the loose paperwork should match the date on the envelope.
- Enter the student ID number.
- Select the Category of the paperwork from the drop-down.

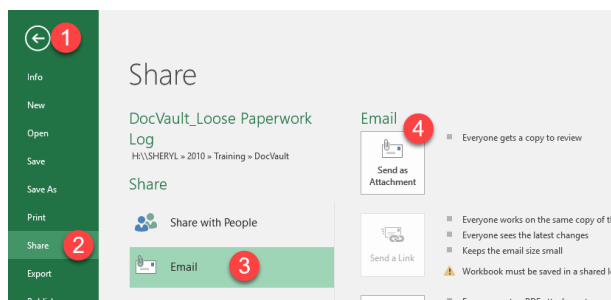
	A	B	C	D	E	F
	<b>Student Cumulative Record Loose Paperwork Log</b>					
1						
2	<b>Date</b>	<b>Student ID</b>	<b>Category</b>	<b>Subfolder</b>	<b>File Name</b>	<b>Box Number</b>
3	2	3	4	DO NOT enter anything in these columns.		
4			Student_Category_A Student_Category_B Student_ELL Student_ESE Student_ALT Student_H...Directory			
5						



## Sending Loose Paperwork

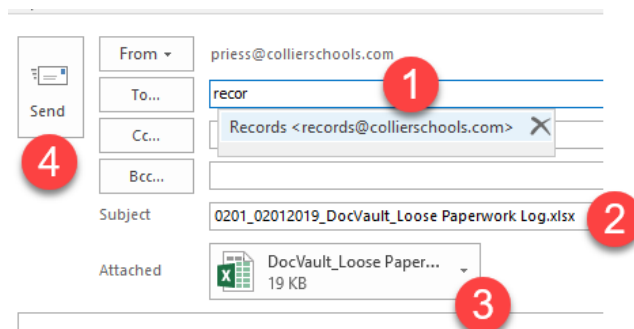
**Send an electronic copy of the Loose Paperwork Log:**  
(electronic = the completed excel spreadsheet; scanned copies will not be accepted)

1. Click File.
2. Click Share.
3. Select Email.
4. Select Send as attachment.



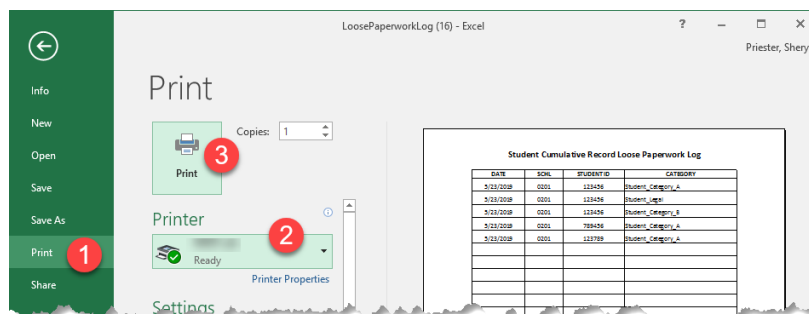
### Address the Email:

5. Address the email to [records@collierschools.com](mailto:records@collierschools.com).
6. Enter the proper subject (school/pony date/etc.).
7. Make sure to attach log referenced in subject line.
8. Click Send.



### Print the completed Loose Paperwork Log:

1. Click File.
2. Select Print.
3. Select the printer if needed.
4. Click Print.
5. Place the copy of the log on top of the loose paperwork and insert everything into the PONY envelope.



### Address the PONY Envelope:

1. Write the date you are sending.
2. To should include the Record location information (see below).
3. From should include your FULL name (first and last), location (school/department), and Category of paperwork inside (if multiple categories write Category ALL).



### Send Paperwork to:

Naples Locations:

Attention: Records Department – Box# 162

Immokalee Locations:

Attention: iTECH Records Department – Box# 157