




How to Upload Documents in an Application

This instruction sheet is in the perspective of a family from the parent portal who needs to upload documents to complete an application. The instructions below will show how a family uploads documents in an application. A family can be assigned to a document checklist created by Agency Staff that include a list of documents that are either suggested or required to upload to an application through iPinwheel, such as a documentation of family income. Families are able to upload multiple file types through the document checklist in the form of PDFs, pictures, document scans, provided forms, etc.

Families who are actively working on their family applications will see the document checklist upon logging in. The checklist will appear directly under the application welcome message for these families. To upload any documents, families will have to upload them through the document checklist.



Applebank USD

Family Application

Thank you for your interest in the Applebank USD Preschool Program. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as of the children who need preschool services. The photos will be utilized for secure drop off and pick up of your child(ren). The best photos are close up photos. A good head shot photo will ensure we can clearly identify the adult / child, and this will improve our ability to ensure children are being released to approved adults.

When you are finished, hit the "Submit" button. We will have access to your application as you work on it. We will wait to contact until you have submitted it. We look forward to working with you to support the needs of your family.

Gracias por su interés en el Programa Preescolar Applebank USD. Complete toda la información en esta solicitud. Necesitamos que incluya fotos de los padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares.

Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara completa para asegurar que podamos identificar claramente al adulto / niño, y esto mejorará nuestra capacidad para garantizar que los niños sean entregados a adultos aprobados.

Cuando haya terminado, presione el botón "Enviar". Tendremos acceso a su aplicación mientras trabaja en ella. Le contactaremos cuando la haya enviado. Esperamos trabajar con usted para satisfacer las necesidades de su familia.

Application Status: Documents Needed

New document checklist for families to upload documents through

Documents for Enrollment Packet

This is an enrollment packet

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents
Employment Verification	Not required	Please fill out your employment verification	Employed parents	<div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid gray; padding: 2px;">Upload</div> <div style="font-size: 0.8em;">Employment Verification.docx</div> </div>

Approved by Agency




✓

A family can see when and which documents have been approved here

If a document template was provided in the checklist, the family would be able to click on the template link in the first column, download the template, complete the form, and upload the document in the “Uploaded Documents” column.

Documents for Preliminary Application Verification

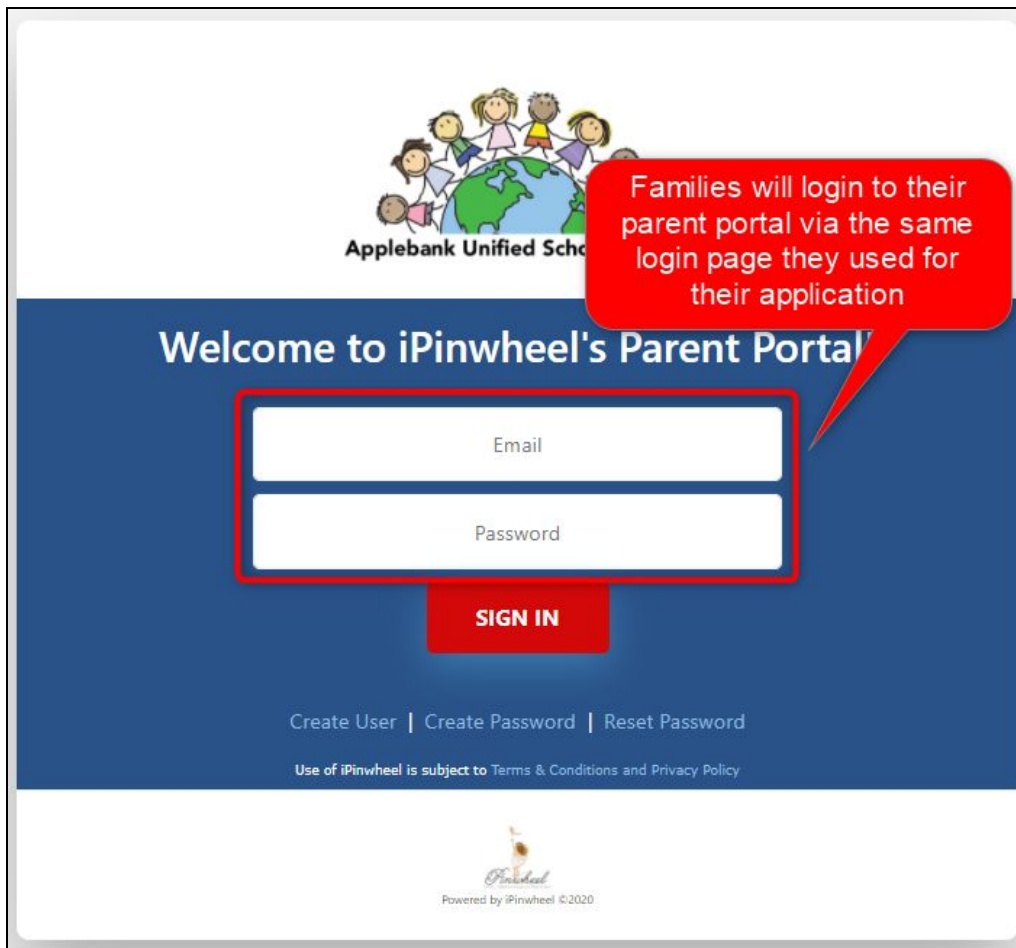
Please complete and upload all documents included in this checklist. Submit any additional documentation associated with each checklist item, if applicable.

Download Template	Upload Required	Instructions	Uploaded Documents	Approved by Agency
CPS or At-Risk Referral Letter	Not required	Please submit a recently written referral letter from a legally qualified professional to whom the child will be receiving services is receiving services. The letter should state the child is at risk of abuse, neglect, or exploitation.		
Documentation of Homelessness	Not required	Please submit a written referral from an emergency shelter or other legal, medical, social service agency local educational agency liaison for homeless children and youths; or, download and complete the parental declaration that the family is homeless and a statement describing the family's current living situation.		
Current Aid Recipient Verification	Not required	Please upload documentation of public cash assistance. This can be in the form of a Notice of Action, passport for services, etc.		

Applicants can click on the link to download the template

Once completed, applicants can upload that document back into the "Uploaded Documents" column

If the family is finished with their application, they will be able to access the document checklist assigned to them through their parent portal. Users who applied through the family application feature in iPinwheel will use their same login credentials to log into the parent portal. Families who have never completed an application through iPinwheel, but have a record in the data system, will use parent A’s email as their username, and create a password once they visit their parent portal to log in.



Families will login to their parent portal via the same login page they used for their application

Upon logging in, families will be able to view their family information, their latest application, and upload documents requested by the agency user through the document checklist.

Luka Petrovic
nick+9@ipinwheel.com

[View Latest Application](#)

If families have applied through iPinwheel, they can view their late

Menu

- Petrovic Family
 - Petrovic Family Overview
 - Luka Petrovic
 - Emergency Contacts
 - Completed Documents**
- David Petrovic

Signatures Needed (1)

Documents Needed (14)

1. Please upload all requested Enrollment Documents (14)

Address
68468 Fazelli Oaks Rd
Maple CA, 92562

Home Phone: (555) 555-5555
Mobile Phone: (555) 555-5555
Email: nick+9@ipinwheel.com

Children Enrolled

David Petrovic
Inactive Medical Risk

Student ID: ST12054479 Initial Entry Date: 4/27/2020
Age: 3 years
Date of Birth: 2/15/2017
Gender: Male
Ethnicity: Not Hispanic or Latino



Completed Documents

Petrovic Family

2020-2021

eSigned Enrollment Documents

Enrollment Documents



Please complete and upload all applicable and/or required documents included in this checklist. IMPORTANT! To digitally sign the forms, we recommended you download and save files to your computer prior to completion. <https://www.cde.ca.gov/sp/cd/ci/mb2012.asp>

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload	
Paquete de Inscripción	Not required	Haga clic en el enlace para abrir el Paquete de Inscripción. Siga cuidadosamente las instrucciones para completar los formularios y volver a cargar el documento. Si no puede completar los formularios electrónicamente, llámenos al (951)253-7091 para obtener asistencia adicional.	All applicants (Spanish version)	Upload	
Parent or Legal Guardian's ID's	Required	Upload a copy of your current Drivers License or any other form of ID with a picture. ID's are required for both parents when both parents live in the home.	All applicants	Upload	

Once families upload documents, they'll see those documents uploaded to the "Uploaded Documents" column. Families can upload multiple attachments for one checklist item, so agency users may ask for multiple documents in the same line item.

Documents for Preliminary Application Verification

Please complete and upload all documents included in this checklist. Submit any additional documentation associated with each checklist item, if applicable.

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
CPS or At-Risk Referral Letter	Not required	Please submit a recently written referral letter from a legally qualified professional indicating that the child who will be receiving services is receiving child protective services, or identified as at risk of abuse, neglect, or exploitation.	Applicants whose children included in the application are CPS recipients or identified as at-risk of abuse, neglect, or exploitation.	Upload	
Documentation of Homelessness	Not required	Please submit a written referral from an emergency shelter or other legal, medical, social service agency local educational agency liaison for homeless children and youths; or, download and complete the parental declaration that the family is homeless and a statement describing the family's current living situation.	Applicants whose children included in their application are considered eligible on the basis of	Upload	
Current Aid Recipient Verification	Not required	Please upload documentation of public cash assistance. This can be in the form of a Notice of Action, passport for services, etc.		Upload	
Documentation of Income	Not required	If you are employed, please provide: A release authorizing us to contact your employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours and all payroll check stubs, a letter from your employer, or other record of wages issued by your employer for the past month.	Applicants who are applying based on eligibility of income.	Upload <div style="border: 1px solid red; padding: 2px;"> Family Data.docx  Petrovic Bank Statement.pdf  </div>	

Families that have uploaded documents will see those documents here