

State Scan Coversheet

PURPOSE	To obtain information about scans sent to the ERSEA State scan folder and for use as checklist for staff
WHO/WHEN COMPLETED:	Staff submits State Scan Coversheet to Enrollment Coordinator as a coversheet for any documents scanned
HOW TO FILL IT OUT:	Complete the top section completely. Mark any boxes below, which correspond to the pages being scanned. Write notes detailing specifics about each section marked. Note Doc# for your records
CHILDPLUS DATA ENTRY:	PDF scan files will be attached to the Enrollment Module per child by Enrollment. Use report #2132, Attachment Listings, to review the documents associated with the child.
WHERE TO FILE:	ChildPlus will have the electronic file.
IMPORTANT NOTES:	Optional