

How to Fax a Document to eSped for Scanning/Archiving

1. Log in to eSped
2. Click on “Archive Manager” in the applications screen
3. Select student
4. Click on FERPA Reason
5. On “Select Screen”, use the drop arrow to scroll and click on “Prepare Cover Sheet”.
6. Print cover sheet
7. Place cover sheet in front of hard copy document and fax to eSped. (The fax number for eSped in on the cover sheet.)
8. Once received, eSped will archive the document to the student’s records.

Documents to have eSped archive:

- Signature pages
- Outside evaluations
- Doctor’s reports