Plan Documents

View/Upload Public Notice

Plan Documents → Communications → Public Notice

1. Click on **Plan Documents** in the top navigation bar.

2. On the **Communications** tab, select **Public Notice.**

3. This page displays Public Notice documentation on file. To view Document Details, click the **eye icon** on the far right.

4. You may add a member comment by selecting the **pencil icon**, entering the comment, and clicking **Submit**.

5. To download a document for viewing, click the **arrow icon**.

6. To submit a new Public Notice, click the **Add New** button.

7. Enter the document title and school year, then choose a **Type** from the dropdown menu. You have the option to upload a document, provide a link, or both.

8. If you are uploading a document, click **Choose File** and select the document.

9. Add any comments you would like to relay to your management planner and click **Submit**.

10. The document will display in the table.