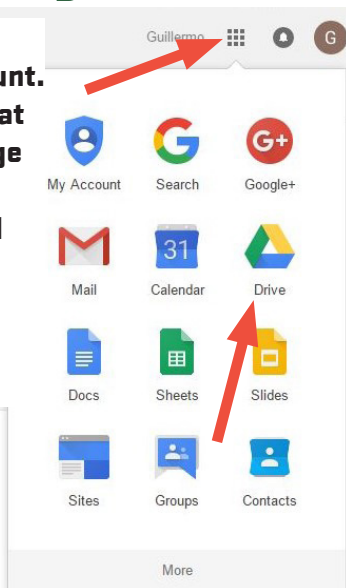
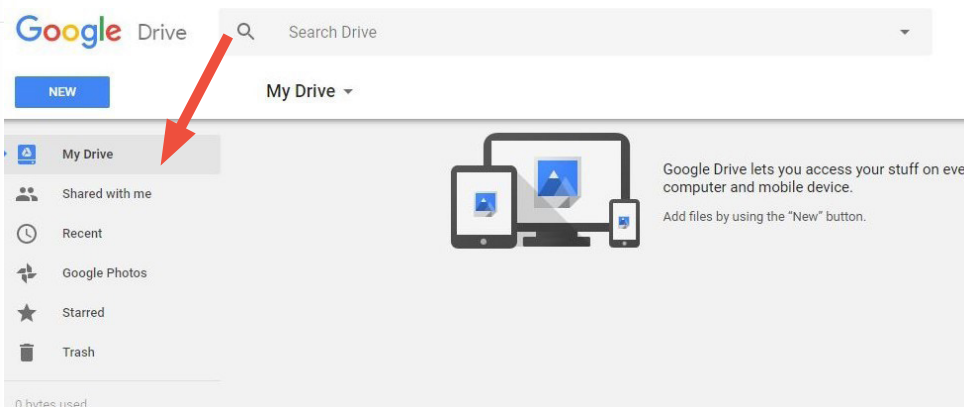


# Google Drive Document Tracking Instructions

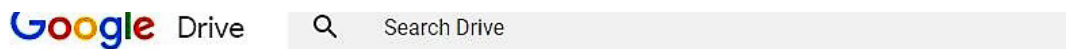
**1. Login to your school email account. Locate the icon at the top right of page and click on it. Locate "Drive" and click on it. Once clicked, you are inside your Google Drive**



**2. Once in Google Drive, select "Shared with me" on the left menu**



**3. You will then need to find three folders.**



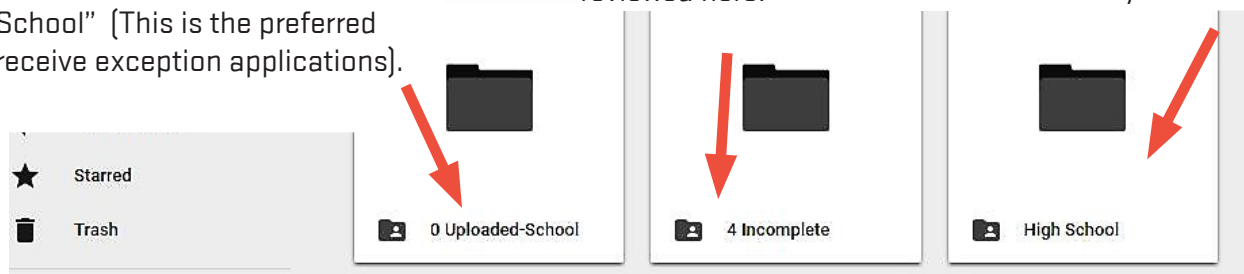
**"Uploaded School"** is where you can upload completed Sophomore by Exception Applications into Google Drive. You will only have access to add or remove documents from "Uploaded School" (This is the preferred method to receive exception applications).

with me

month

**"Incomplete"** folder has your school's incomplete Sophomore by Exception Applications. You can delete any application that is completed and reviewed here.

**High School.** Your high school name folder will show all documents CE has received. Double click to reveal your school folders. Besides the previous two folders, this folder is view only.



**4. In the High School folder there are 7 or 8 folders. Their names indicate a status in the process of registering sophomores. Read below to learn about each folder.**

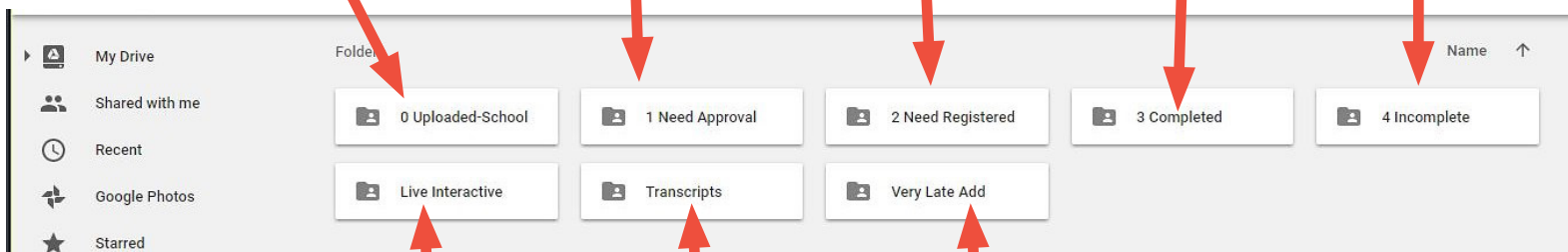
**Uploaded School**-This is the same folder as above

**Need Approval**-The application is complete and ready to be evaluated by CE office

**Need Registered**-The application has been evaluated and waiting for registration by CE Office

**Completed**-The application has been evaluated and the student has been registered

**Incomplete**-This is the same folder as above



**Live Interactive-** Forms managed by the Live Interactive Office

**Transcripts**-Transcripts received by the CE Office.

**Very Late Add**-This is where the late add forms will be kept. By clicking, you will be able to see student submissions.