

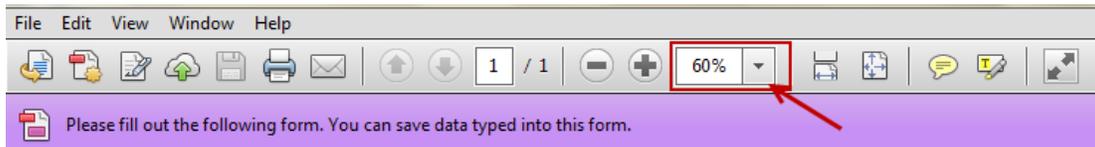


## Uploading SARA Documents using a Flat Bed Scanner

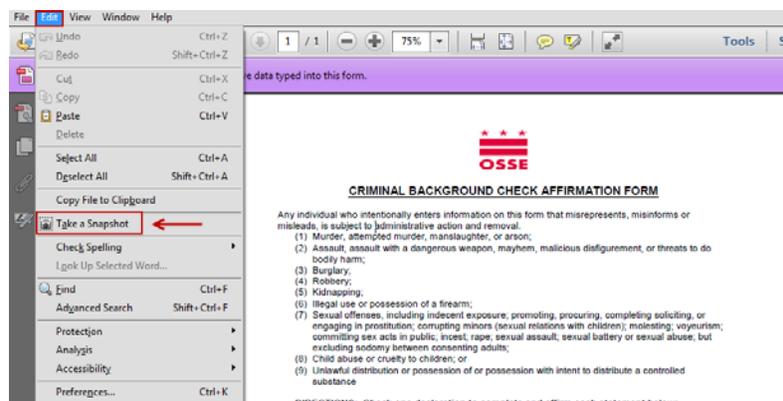
June 2014

If you do not have a scanner with a feeder so all your document uploads are in one file, you will need to scan and copy individual pages into a Word document.

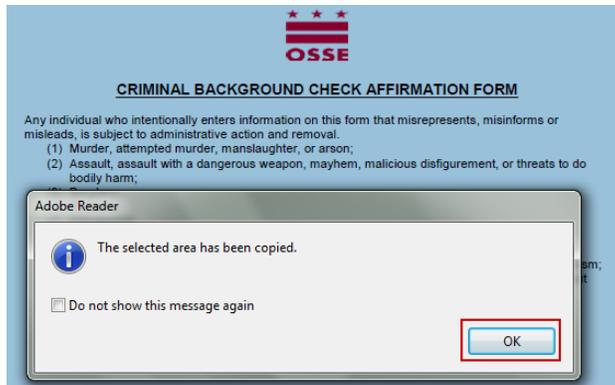
- After gathering the forms for uploading, scan them one at a time using .pdf format.
- Launch **MS Word** and open a new document.
- Launch **Adobe Reader XI** and go to **File > Open**. Find the first scanned document.
- Change View to 60%. (You must type 60 and hit enter as this size is not a selection in the dropdown.)**



- Click **Edit** in the menu bar then click **Take a Snapshot**



- Click **once** anywhere on the form. It will turn blue; then click **OK** to confirm a snapshot was taken.



**Note: if you are using an older version of Adobe Reader you may need to use Edit > Select All, start in the upper left corner of the page display and drag the crosshairs down to highlight the document text; and then use Edit > Copy.**

- g. Go to MS Word and click **Paste**.

**OSSE**

**CRIMINAL BACKGROUND CHECK AFFIRMATION FORM**

Any individual who intentionally enters information on this form that misrepresents, misinforms or misleads, is subject to administrative action and removal.

(1) Murder, attempted murder, manslaughter, or arson;  
 (2) Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;  
 (3) Burglary;  
 (4) Robbery;  
 (5) Kidnapping;  
 (6) Illegal use or possession of a firearm;  
 (7) Sexual offenses, including indecent exposure; promoting, procuring, completing soliciting, or engaging in prostitution; contacting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery or sexual abuse, but excluding sodomy between consenting adults;  
 (8) Child abuse or cruelty to children; or  
 (9) Unlawful distribution or possession of or possession with intent to distribute a controlled substance

**DIRECTIONS:** Check one declaration to complete and affirm each statement below:

I have  / I have not  Been convicted of any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

I have  / I have not  Pleaded nolo contendere to any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

I have  / I have not  Been on probation before judgment or placement upon a state docket of a case involving any of the felony offenses listed above.

I have  / I have not  Been found not guilty by reason of insanity of any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

**AFFIRMATION**

I hereby affirm my responsive declaration to each statement on this Affirmation Form and I authorize the Division of Early Learning (EL) to conduct a criminal background check. I understand that I have the right to obtain a copy of any report from the criminal background check and to challenge the accuracy and completeness of any such report. I also acknowledge that EL may decide to deny or terminate its Provider Agreement with me to provide child care services based on the results of the criminal background check and that I may appeal that decision to the Commission on Human Rights within 30 days of EL's written decision.

Date \_\_\_\_\_ Signature Linda Callahan Printed Name

Each staff member must complete this form. In addition, each applicant must complete this form and must also certify that they have conducted a Mandatory Drug and Alcohol Testing for all of their staff members and employees, and maintain the findings of these tests and present them upon request for inspection by EL.

Office of the State Superintendent of Education, 810 1st Street NE, 9th Floor, Washington, DC 20002

- h. Adjust the copy to fill the entire page by clicking on it and dragging one corner down and to the right.



- i. At the bottom of the page, hold **CTRL** and click **ENTER** in MSWord to start a new page.
- j. Continue snapshots from **Adobe Reader to MS Word** until all forms have been pasted in Word.
- k. Save the MSWord document.
- l. Upload to **SARA**.