

DSSR How-To-Guide- Inserting An Image

Use the following steps to upload any image into your finalized DSSR.

What types of images would need to be uploaded?

- Signature page (Begin at Step One)
 - Data Charts or Graphs (Begin at Step Three)
 - Supporting Documentation for the Gifted and Talented Tables (Begin at Step Three)
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Directions Continued on the Next Page

Step One (Prior to printing your signature page)

First, be sure that all your cycle, school identification information, and contact information are completed for the school, filling in all yellow areas. Also, be sure that all drop-down menus have the correct years of submission completed.

Once this information is completed, print the signature page.

School Renewal Plan Signature Page	
Strategic Plan for 5 Year Cycle:	Choose an item to Choose an item.
Upcoming School Year:	Choose an item.
School Name:	
SIDN:	
Plan Submission:	Choose an item.
Grade Span:	
District:	
Address 1:	
Address 2:	
City, State:	
Zip Code:	
School Renewal Contact Person:	
School Plan Contact Phone:	
School Plan E-mail Address:	

Step Two (After printing your signature page)

Second, have the Superintendent, Principal, Board Chairperson, and School Read To Succeed Leadership Team Lead print, sign, and date the document. Names can be typed or handwritten. These dates must be for the correct year and legible.

Step Three

Third, scan the document onto the computer in a PDF, JPEG or GIF file. Using the snipping tool on the device, take a screenshot of this completed page.

Step Four

Fourth, open the completed renewal plan document and go to the page to insert the image. Place the cursor where the image needs to be inserted. If the image will take a full page, click:

Insert > Blank Page

Once the blank page has been inserted, leave the cursor at the top of the blank page. Then move to the next step.

If the picture will not take the entire page, move to Step Five.

Note: Riverbank Middle School and its associated district are entirely fictional. All names, addresses and contact information included are purely imaginary and used for illustrative purposes only.

School Renewal Plan Signature Page	
Strategic Plan for 5 Year Cycle:	2024-2025 to 2028-2029
Upcoming School Year:	2026-2027
School Name:	Riverbank Middle School
SIDN:	2306520
Plan Submission:	School utilizes Cognia
Grade Span:	6-8
District:	Magnolia River School District
Address 1:	1236 Blossom Lane
Address 2:	
City, State:	West Columbia, SC
Zip Code:	29172
School Renewal Contact Person:	Bill Taylor
School Plan Contact Phone:	803-555-1240
School Plan E-mail Address:	BTaylor@magnoliaschools.org

Superintendent		
Dr. Calvin Whitaker	<i>Dr. Calvin Whitaker</i>	4/20/26
Printed Name	Signature	Date

Principal		
Bill Taylor	<i>B. Taylor</i>	4/14/26
Printed Name	Signature	Date

Chairperson, District Board of Trustees		
Evelyn Carrington	<i>Evelyn Carrington</i>	4/20/26
Printed Name	Signature	Date

Chairperson, School Improvement Council		
Amber Martin	<i>Amber Martin</i>	4/14/26
Printed Name	Signature	Date

School Read To Succeed Literacy Leadership Team Lead		
John Stokes	<i>John Stokes</i>	4/14/26
Printed Name	Signature	Date

Required Signature Page
The school renewal plan, or annual update, includes elements required by the Early Childhood Development and Academic Assistance Act of 1993 (Act 135) (S.C. Code Ann. 559-139-10 et seq. (Supp. 2004)), the Education Accountability Act of 1998 (EAA) (S.C. Code Ann. 559-16-1300 et seq. (Supp. 2004)), and SBE Regulation 43-261. The signatures of the chairperson of the board of trustees, the superintendent, the principal, and the chairperson of the School Improvement Council, and the School Read to Succeed Literacy Leadership team lead are affirmation of active participation of key stakeholders and alignment with Act 135 and EAA requirements.

Step Five

Fifth, with the cursor at the top of the blank page or at the area needing the image, click:

Insert> Picture> Picture from Device

Locate the photo saved using the Snipping Tool and insert that page into the final DSSR plan. Be sure to click:

File > Save

Reminders:

- Be sure the naming conventions are correct for the final document. This will help expedite the review process and allow for more timely feedback.
 - Format: DSSR_School SIDN_Year (submission year)
- Please reach out to the assigned Education Associate for any questions.