



Learning Support Referral App – instructions on how to submit a Designation Request


1) Go to <https://learningsupportreferrals.sd61.bc.ca/>



2) Type student in search field and click the search button

Search:

Search for a student by going to the home page and entering part or all of the PEN number or last name in the search field. No student will be found if you search by first name. From your school, all students registered on MyEd are able to be searched on the app.

3) Click either the paper blue icon  or green plus  found to the left of student row details



	Last Name	First Name	PEN	Grade	Needs Validation	Referrals	Consultation
				06		1	0
				06		1	0

Paper blue icon signifies student has paperwork loaded onto the app

Plus sign signifies student has no referral paperwork on app

4) A new page with student demographic information will open. Scroll down to Designation Requests and click on Submit.

5) A new window will open. Select the appropriate designation request. Complete any required fields (e.g., ASD assessment checklist, IBI checklist). Note - does not apply for LD, MID, MPID and gifted. Please continue to complete and submit to inclusive learning email.

6) Upload accompanying documentation as a pdf package. The required documentation is outlined for each designation on the [Learning Support website – Designation page](#).

7) This completes the request and the school administrator is notified. If approved, the cover sheet is automatically signed and submitted to the District for review.