



Learning Support Referral App – instructions on how to submit a School Psychology File Review Referral


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



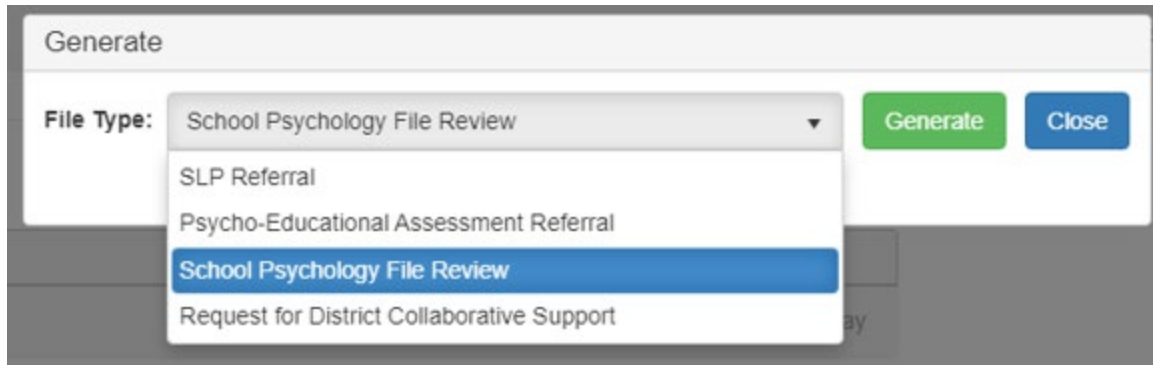
	Last Name	First Name	PEN	Grade	Needs Validation	Referrals	Consultation
				06		1	0
				06		1	0

Paper blue icon signifies student has paperwork loaded onto the app

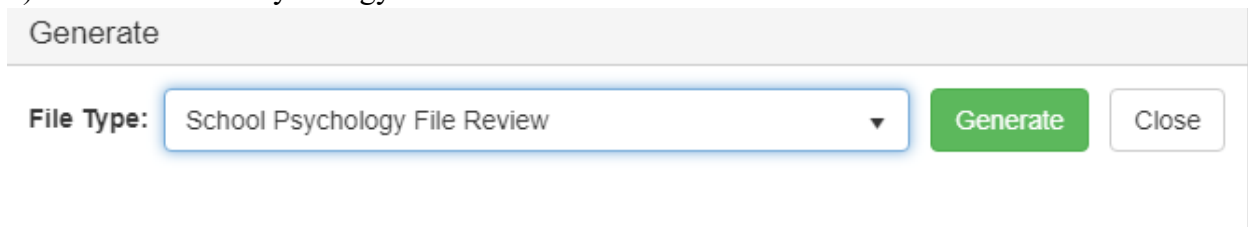
Plus sign signifies student has no referral paperwork on app

4) A new page with student demographic information will open. Click on Generate Consultation/Referral Template green button.

5) A new window will open. Select the referral you wish to print out. 4 options to choose from.



6) Choose School Psychology File Review and click Generate button

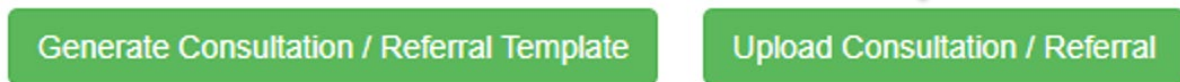


7) The app will generate a PDF document

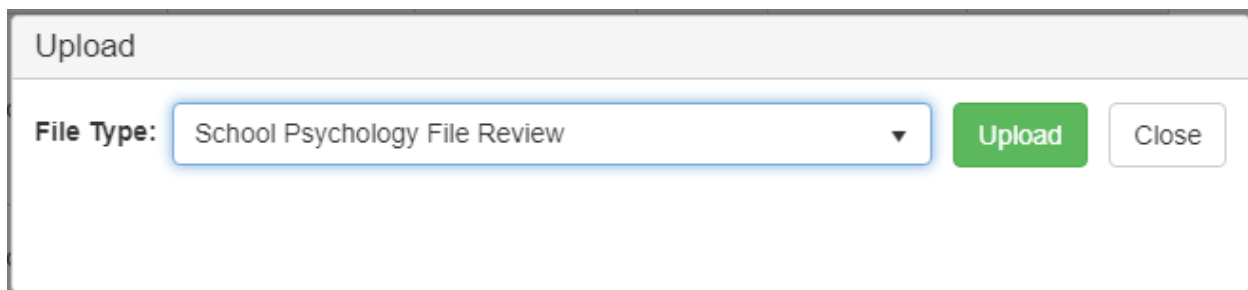
8) Print out the referral and fill out any necessary paperwork

9) Once referral is filled out, upload together the referral (two page document) and the outside assessment onto a computer as a PDF attachment

10) Go back to the student demographic information page on the app. Click on Upload Consultation/Referral green button.



11) A new window will open. Make sure to select file type: School Psychology File Review. Click on Upload button. Locate the file on computer and click open.



12) Locate the file on computer and click open

13) Once uploaded, a new record appears in the referrals grid. To send File Review for processing, please click on Notify Psychs blue button.

The screenshot shows a web interface with two green buttons at the top: "Generate Consultation / Referral Template" and "Upload Consultation / Referral". Below these is a table with the following data:

Type	File Name	Status	Uploaded By	Upload Date	Replace	
School Psychology File Review	aaaa.png	Draft	Pirritano, Michael	Aug 17, 2021		

At the bottom right of the table, it says "1 of 1 items". The "Notify Psychs" button is circled in red.