

ELECTRONIC LDC

REFERRAL FORM INFORMATION

HOW TO SUBMIT LDC REFERRAL FORMS ELECTRONICALLY

ALL **Language Development Centres (LDCs)** use the same electronic referral forms (Speech Pathology Reports, Teacher/Carer Questionnaires, CALD Questionnaire, Behaviour Checklist).

Completed PDF referrals must be attached to an email addressed to the relevant Centre. A list of email addresses can be found within the Referral Guidelines document. Other supporting documentation (e.g. Teacher Questionnaire, CALD Questionnaire) must also be attached.

Saving & filling in the forms

1. **Download** the PDF forms onto your computer. Save a copy of the document for each child (“Save As” → select save location & enter the child’s name + referral form name e.g. ‘John Smith Year1 SP report’ → “save”).
2. **Enter all the relevant information.** Where a ‘signature’ is required, an electronic ‘signature’ of initials and last name is acceptable.
3. Ensure you **save** after entering information / changing information into the form
(File → “Save” or Cntrl+S)

*If after saving initially you are **again prompted to select a save location & name**, save over the top of your ‘old’ form by clicking “yes” when asked “file x already exists. Do you want to replace it?”*

Note - the ‘save’ icon may be greyed out in Adobe Reader.

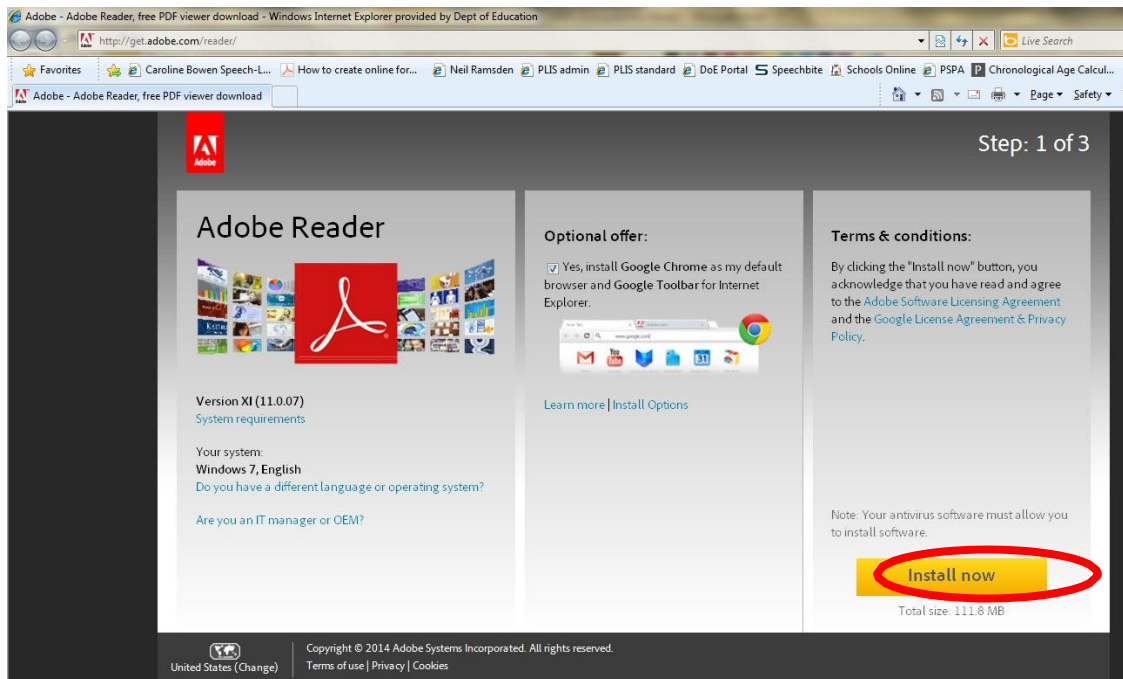


*You can still save your work easily by pressing **Cntrl+S** on the keyboard.*

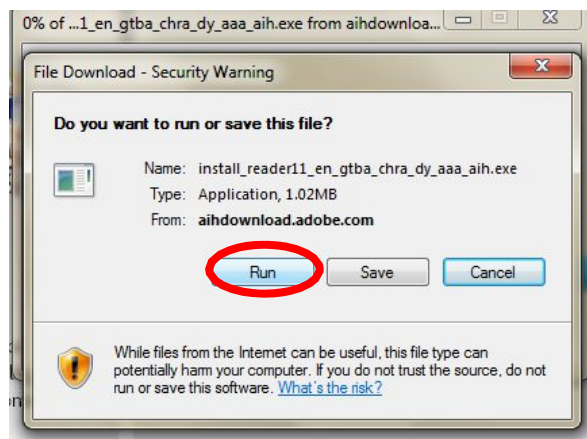
TROUBLESHOOTING

If you are having difficulty using the electronic forms, update Adobe Reader on your computer:

1. Go to <http://get.adobe.com/reader/>. Click on “Install Now”



2. This window will appear. Click “Run”

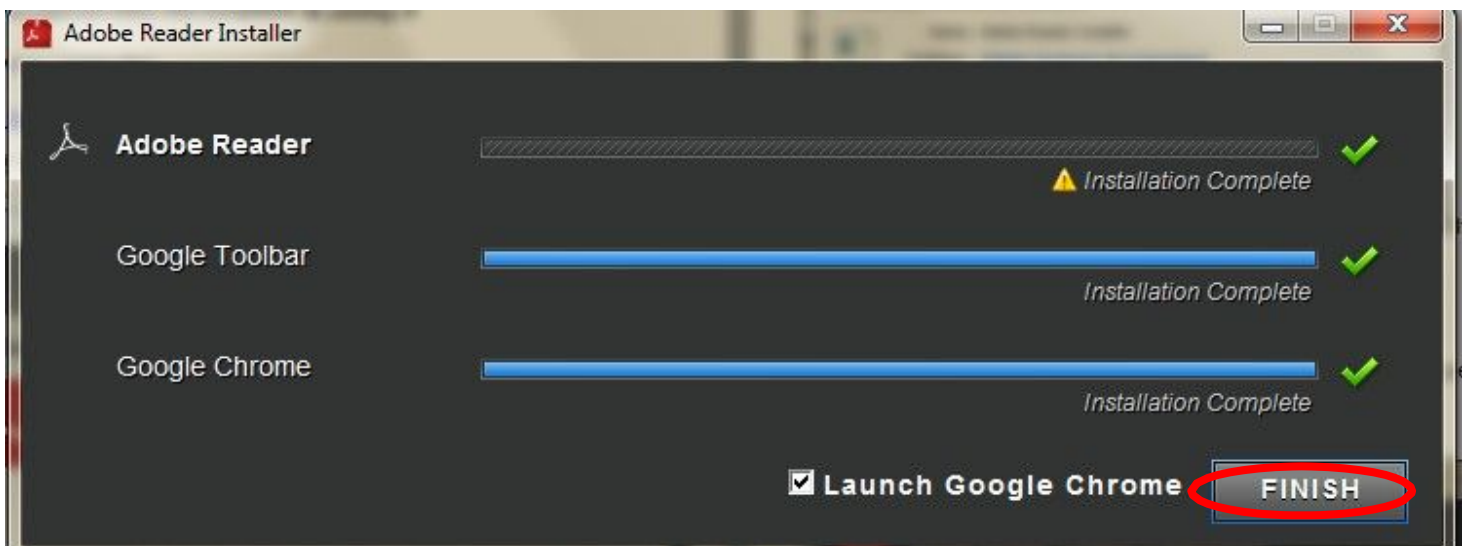
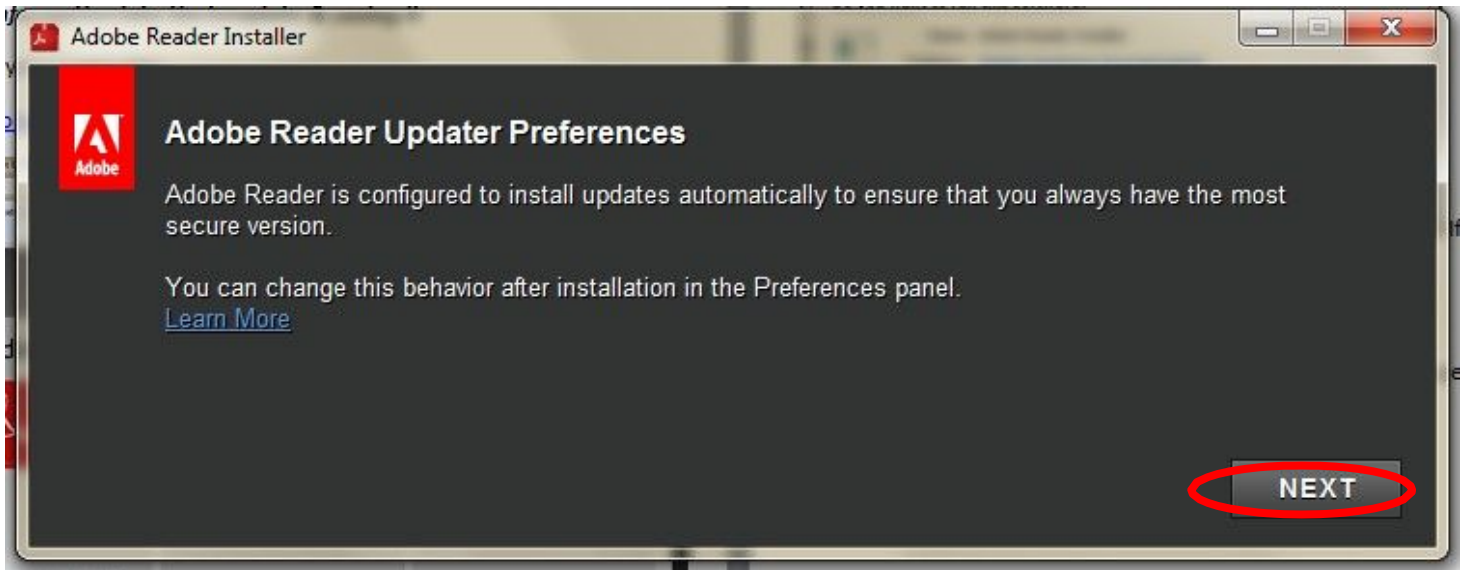


If this message comes up, click “run”

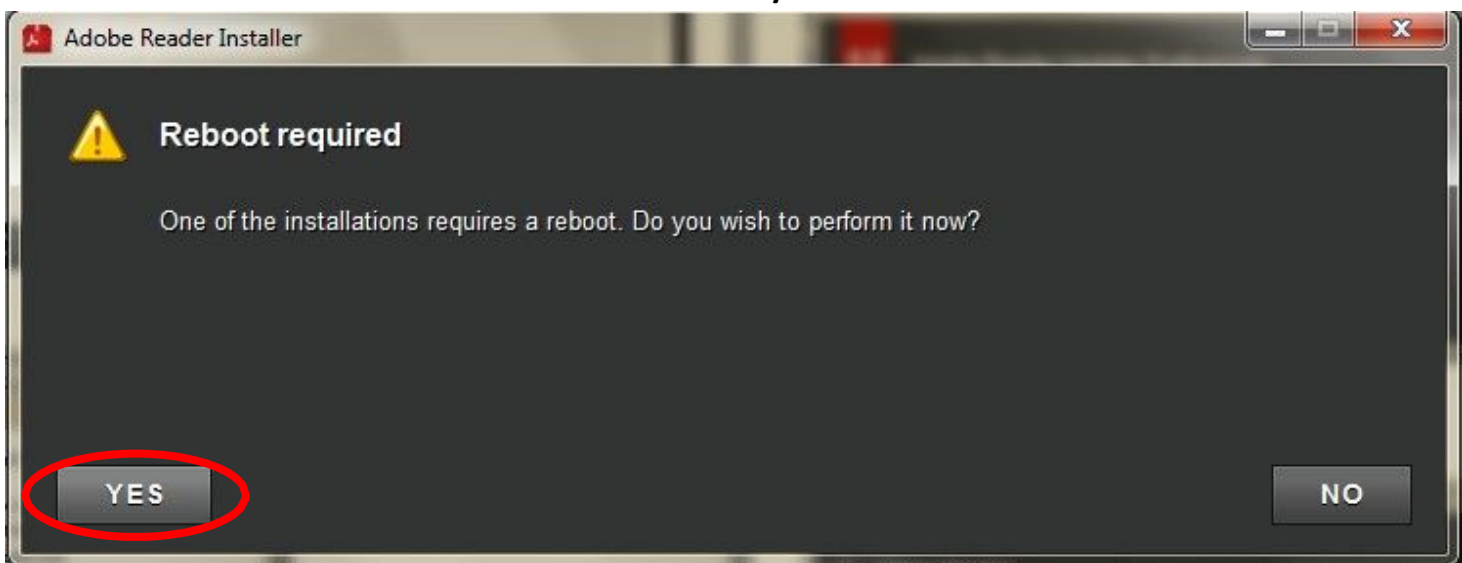


*NOTE: If a message comes up asking if you want to give this program permission, click "yes"

3. The Adobe Reader Installer window will appear. Follow the prompts



4. If this message comes up, SAVE & CLOSE ALL YOUR OTHER WINDOWS/DOCUMENTS & Click "Yes"



If you continue to have difficulty, contact your LDC for further support.