

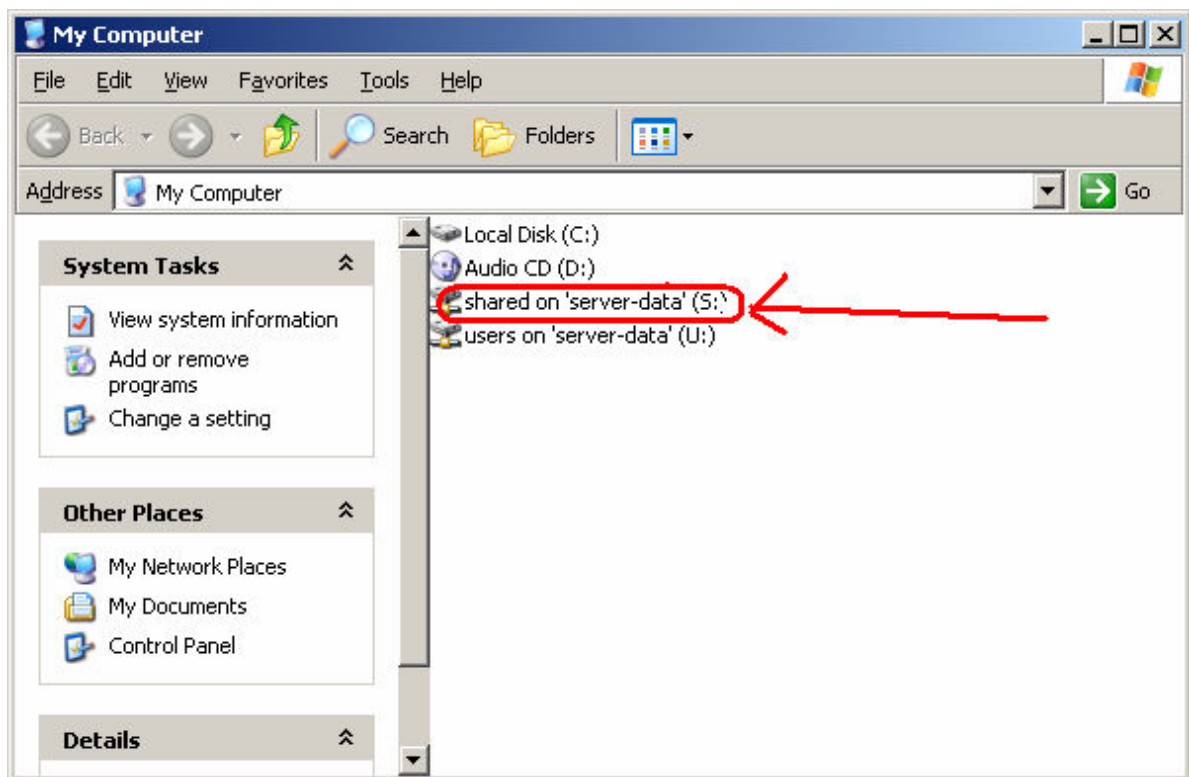
School Board
Charles Whitehill
Glenn Makupson
Dennis Hajek
Sherry Epstein
Yocheved Belsky
Treasurer
Steve Sites

Virtual Schoolhouse

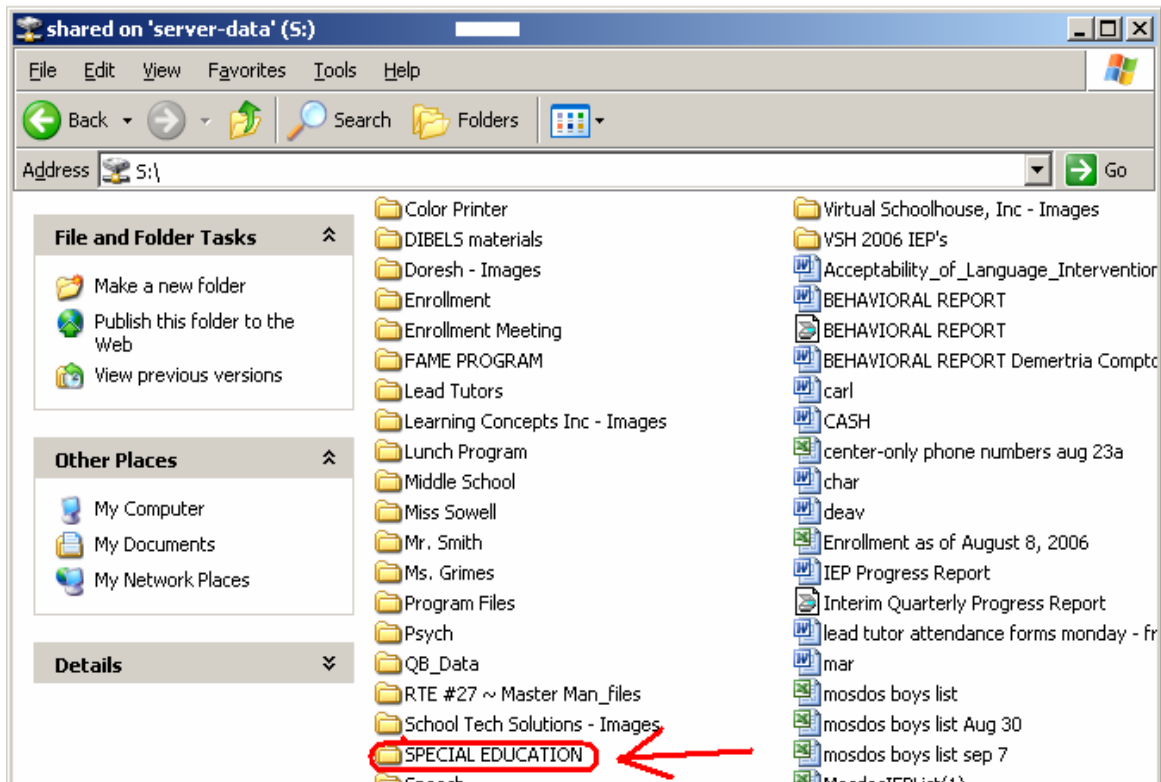


Instructions for using the server-based special education referral system

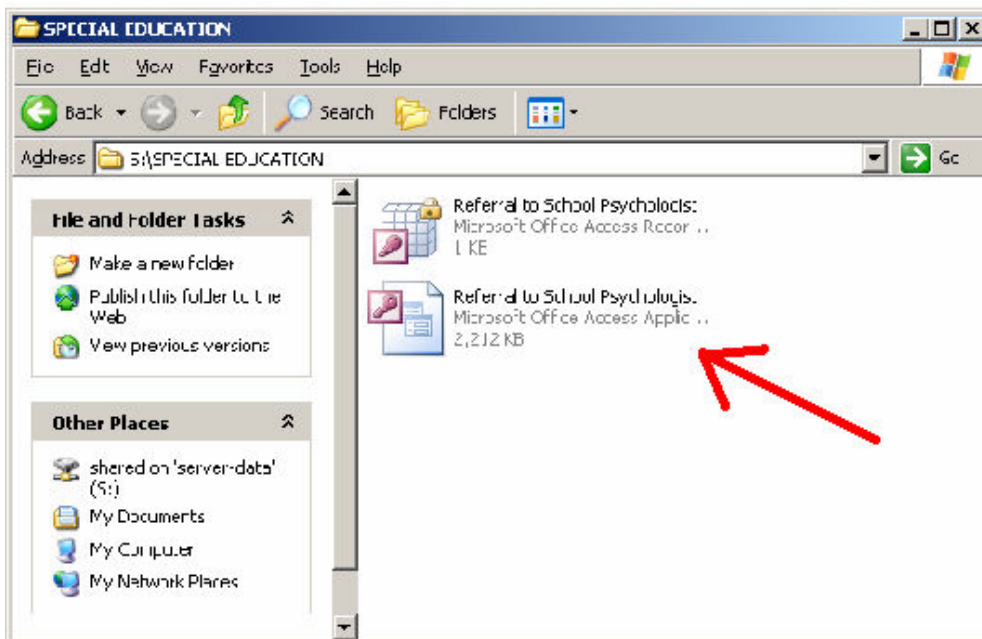
- 1) log onto a computer that is connected to the VSH domain (networked to the server) If there are any questions about what this means or how to make this happen – please see techwizards (ext. 222)
- 2) open the “my computer” icon on the desktop
- 3) if the computer is properly networked – you will see a network drive called the “S:” or “shared” drive:



- 4) Open this drive and go to the folder called “SPECIAL EDUCATION”



5) Open this folder and double click to open the file marked “referral to School Psychologist” (ignore the other file, with the picture of the lock, if it is there)



- 6) your computer may prompt you that there are “unsafe expressions” which are not blocked type “no” and then “open” in the next field that pops up.
- 7) Click on “create a new referral” and continue to complete the form as thoroughly and completely as possible. The more information provided the better.

- 8) When finished, click the box at the top of the form with the “save” icon on it – in order to save and process your referral. (be sure to read and follow the directions)

Thank you very much in advance for all of your help in helping us evaluate your students – your hard work is greatly appreciated!!

Any questions, comments or suggestions can be sent directly by email to jpomerantz@virtualschoolhouse.org