**Notes for referrers on using the electronic form for RSS only pathway**

* Before you start open chrome as your web browser. Then copy this link into the search bar <https://forms.education.govt.nz/forms/view/ses004>
* **Always work on the same computer because your work will save automatically on that specific machine.**
* When working in Chrome you can print the document at any time by right clicking the mouse or using the print button at the end of the form.
* You can come back to the same machine at another time, put in the URL address again and your material will still be there. But just in case your data is lost print the application each time you finish a session working.
* DO NOT:
	+ clear your history or your cookies because this may clear your saved work
	+ press the reset button at the bottom of the form.
* To get parent and manager sign off you will need to print the application form as well as the form to be signed.
* The Manager sign off form and a copy of application, can be emailed to your Manager and then to the Manager, Learning Support. Once this has the two signatures scan it and attach it within the electronic form.
* Print a final copy of your application before you press submit.

**Submitting the application**

* When you press submit the form will ask you to review your information.  Take your time to check because you can’t retrieve and edit once you press submit.  The form will highlight any sections you have missed.
* Make sure the parent consent, Manager sign off and risk assessment are attached.
* Submit the form to the appropriate regional mail box. If you are in Taranaki, Manawatu or Whanganui submit to the Wellington mailbox.
* Call your Ministry office to clarify due dates each term.

**Notes**

* **Don’t work on two applications at once on the same machine.** Finish one, submit it and then press reset to delete your last application. Then start the new application.
* Once submitted you can’t retrieve and edit the application.