HOW TO UPLOAD LI PESCHOOL FORMS

1. Login to the website



2. Click Department

















3. Click on document submissions









4. Click LI – PRESCHOOL FORMS UPLOAD

LI - PRESCHOOL FORMS UPLOAD

5. You will get this box. Enter your Therapist ID and click Run Look up. your caseload will come up, click the child and choose OK. If you do not know your Therapist ID... here is a hint - its the numbers in your password Complete all other fields. Click ATTACH FILES to add your file(s).



Preschool Forms Therapist ID * Enter your Therapist ID and click run lookuup at the bottom of this form. Your caseload will appear, choose the child then clck ok. Child First Name * Child Last Name * Date of Birth * Service Type * **School District** Date Submitted * Document Type * Child ID * SECURED BY **RUN LOOKUP** ATTACH FILES SUBMIT V/SION

6. You can drag and drop your files or click upload our files here to choose your files.



Powered by PQII

CLOSE

7. The files will appear above the submit button. Click Submit

