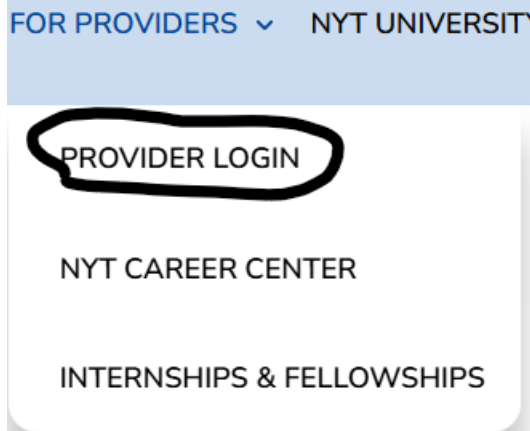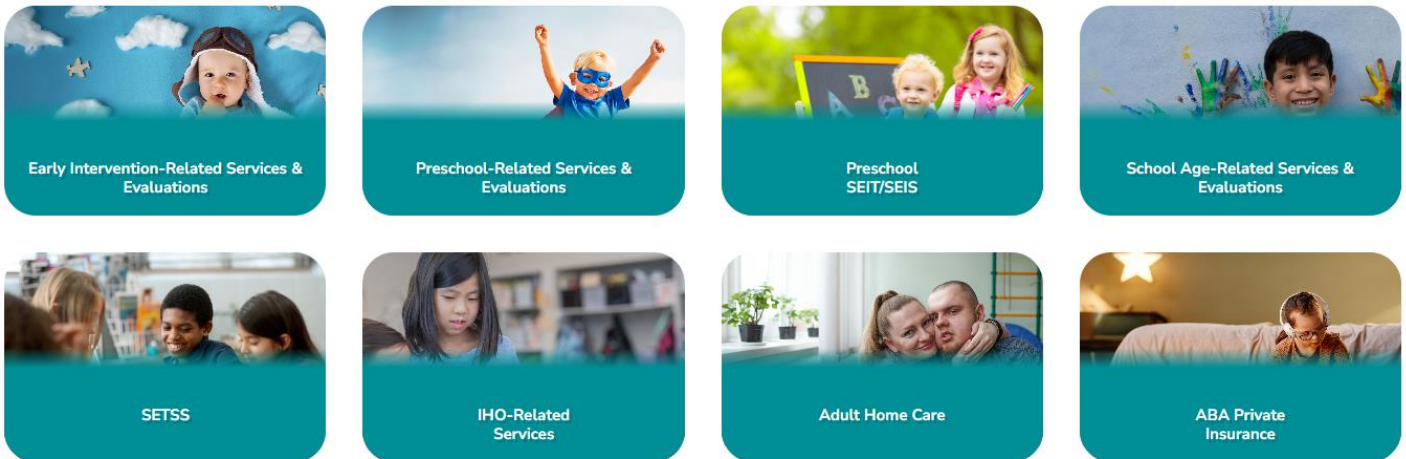# HOW TO UPLOAD LI SCHOOL AGE PROGRESS REPORTS

1. Login to the website

2. Click Department

3. Click on document submissions

4. Click SCHOOL AGE PROGRESS REPORTS 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).

School Age Progress Reports

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**

Therapist ID *

Child First Name *

Child Last Name *

Date of Birth *

Service Type *

School District

Document Type *

CSE QTRLY SIGN OFF - 1ST QTR ☒
CSE QTRLY SIGN OFF - 2ND QTR ☒
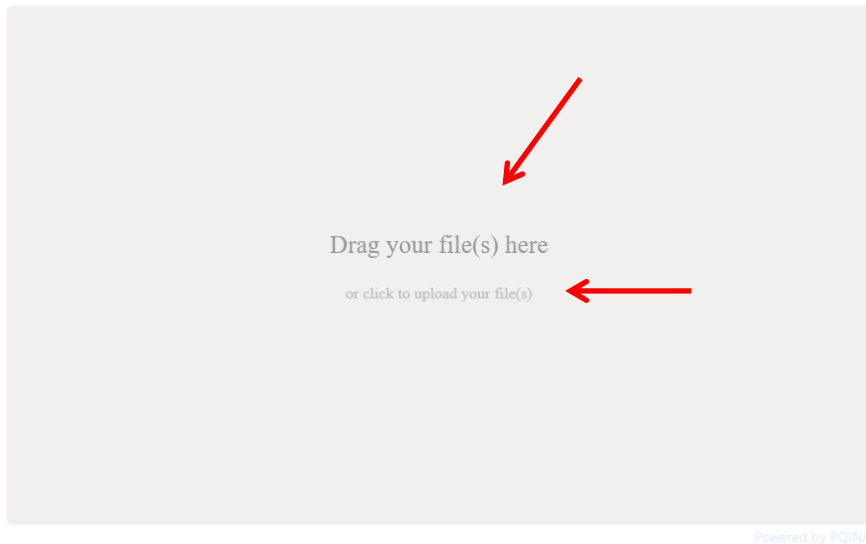CSE QTRLY SIGN OFF - 3RD QTR ☒
CSE QTRLY SIGN OFF - 4TH QTR ☒

SECURED BY
VASION

RUN LOOKUP   ATTACH FILES   SUBMIT

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

Drag your file(s) here

or click to upload your file(s)

Powered by PQINA

CLOSE

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

HOW TO UPLOAD EI EVALS DEC 2022.docx   (978K)   ✕

SUBMIT   ATTACH FILES