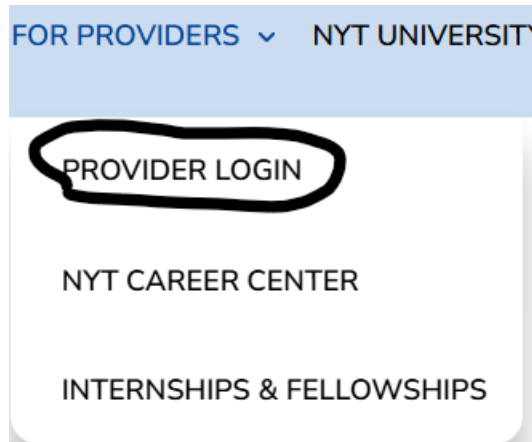
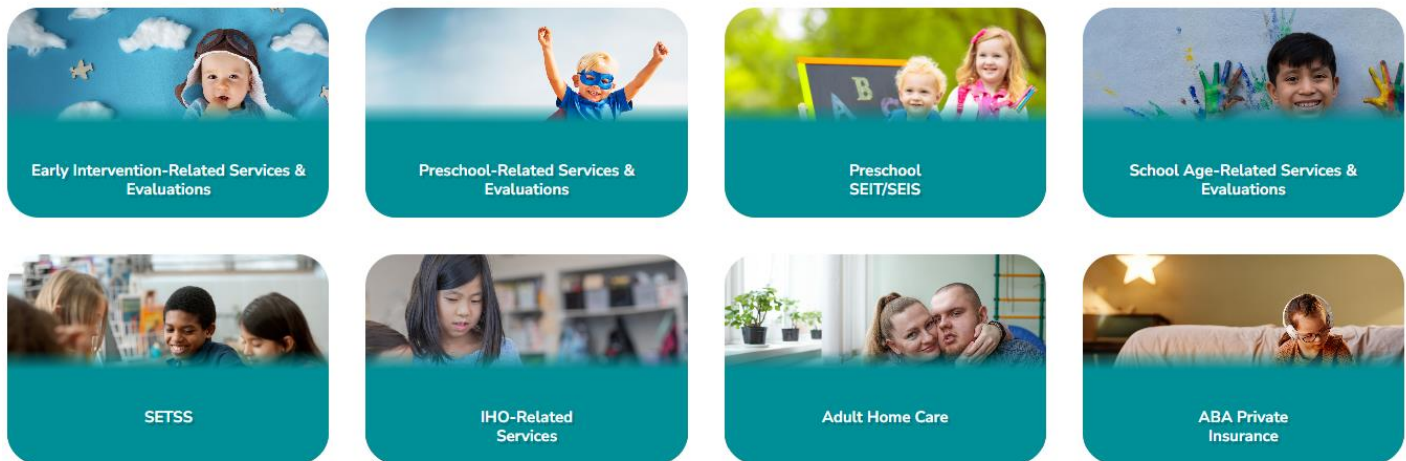


HOW TO UPLOAD PRESCHOOL ANNUAL REVIEWS

1. Login to the website



2. Click on the department



3. Click on document submissions



4. Click LI-ANNUAL REVIEW REPORT UPLOAD



LI - ANNUAL REVIEW REPORT 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).

Placement Services, Inc.

Annual Review Upload- CPSE

Enter your Therapist ID number in the box below. Then click LOOK UP at the bottom of this form Your caseload will appear. Click the child and then click OK. **If you don't know your therapist ID it is the digits in your password**

Therapist ID *

Child First Name *

Child Last Name *

Child Date of Birth *

Service Type *

School District

Document Type *

Data Submitted *
SECURED BY
VISION

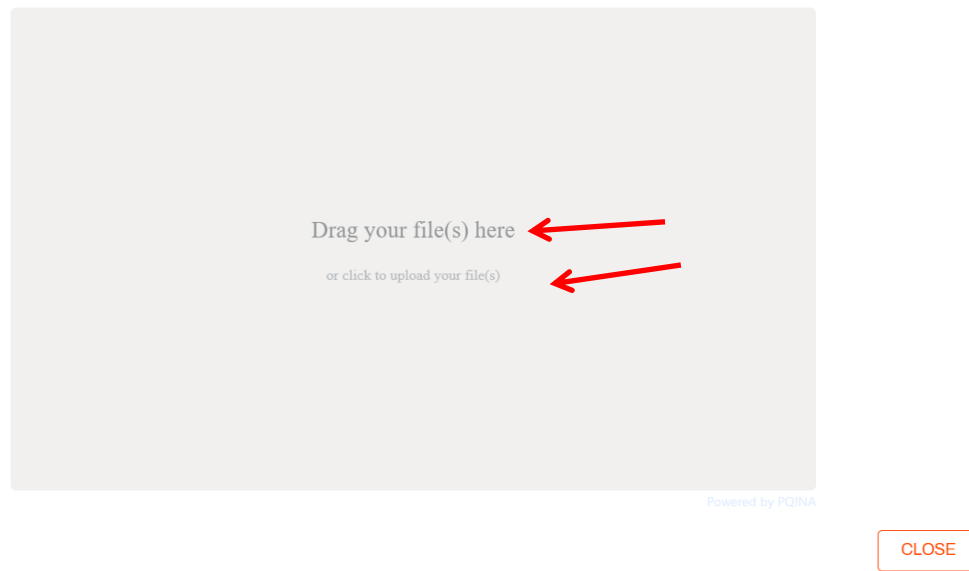
RUN LOOKUP

ATTACH FILES

SUBMIT



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



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

