How to complete a Referral Form in EduClimber via “Student” tab on the Dashboard

**Step 1.** Go to website: [https://www.educlimber.com/welcome/](https://www.educlimber.com/welcome/) and click “Login with Google”

**Step 2.** Enter district ID: **1260**

**Step 3.** Click on “Student”

**Step 4.** Begin typing in the first or last name of the student. A dropdown menu will appear and you can select the student.

**Step 5.** Click “Forms” on the left margin and a “My Forms” window will appear. Click “+ New Form”

**Step 6.** Use the drop down menu from “Form Type” to select the form you want (MTSS Referral Form).

Give your form a **Title**. (Be sure to include the student name in the title) and click “Create”
Step 7. Your form will now show up in your folder of “My Forms”. **Double click** on the form to fill out the information for the student.

**Step 8.** Fill out form. When you finished, click the upper right “x” to close the window and the information will be saved. You may also “Print” and “Share” the form.

**HOW TO SHARE THE FORM.** Click “Share”

A “Share Form” window will appear and click on “+ New”

A dropdown menu will appear, begin typing in a first or last name to share and select the name. Click “Update”. Click upper right “x” when done sharing.

**Note:** Any forms shared with you can be found in the “My Forms” tile on the Dashboard on the “Shared With Me” tab.

**HOW TO ADD AN ATTACHMENT.**

Click “Attachments” on the left margin. A “Student Attachments” window will appear.

Click “Upload Attachment”.

An “Upload Attachment” window will appear for you to give your attachment a description and select a file for upload. Click “Upload”.