

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

**Step 1.** Go to website: <https://www.educlimber.com/welcome/> and click “Login with Google”

OR

District ID

Login

Password

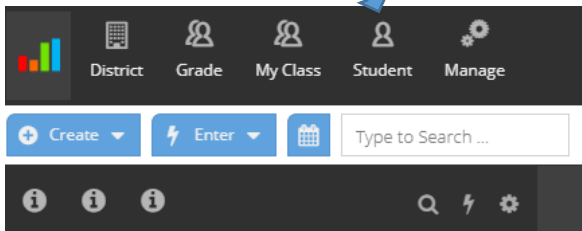
Login [Forgot Password?](#)

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

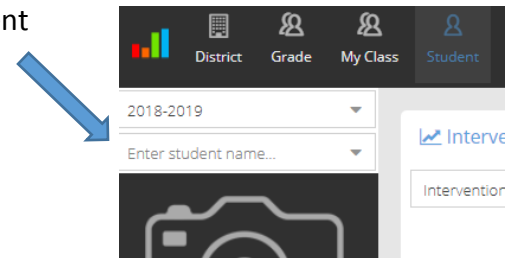
District ID

Sign in [Back to login](#)

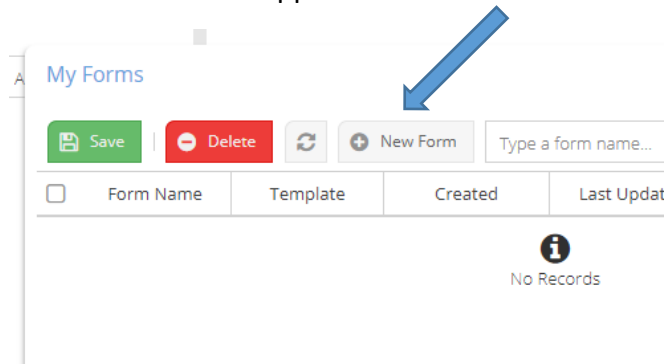
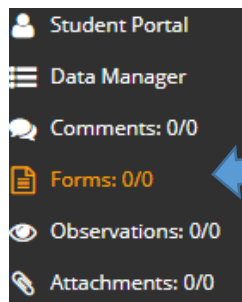
**Step 3.** Click on “Student”



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

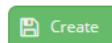


**Step 5.** Click “Forms” on the left margin and a “My Forms” window will appear. Click “+ New Form”



**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”



Add Form

Form Type: select Form Type...

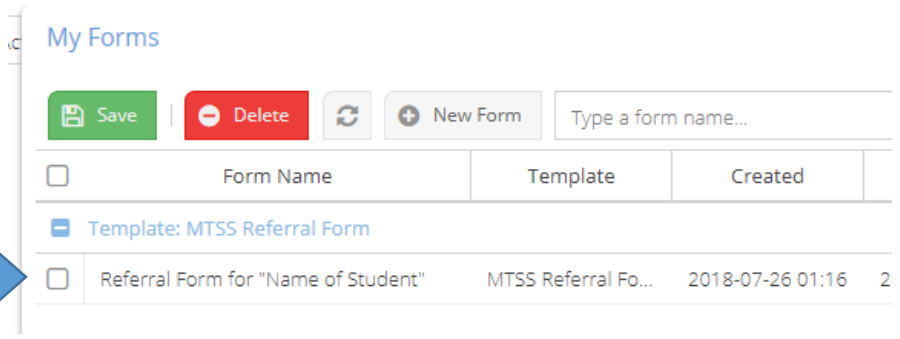
Title: MTSS Goal and Review Meeting Planning Form

Private: MTSS Referral Form

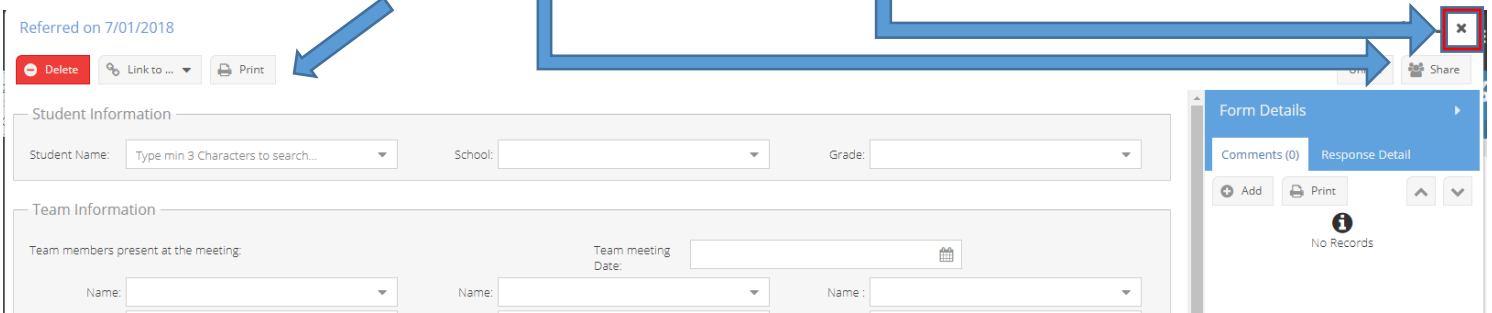
MTSS Review Meeting Form

MTSS Student Concern Form

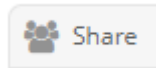
**Step 7.** Your form will now show up in your folder of “My Forms”. **Double click** on the form to fill out the information for the student.



**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.

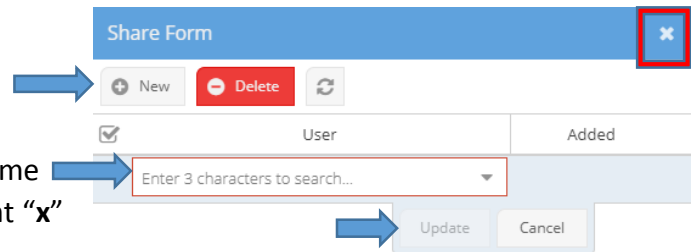


**HOW TO SHARE THE FORM.** Click “Share”

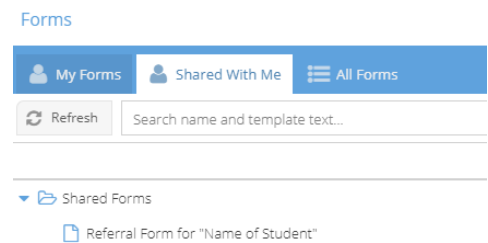


A “Share Form” window will appear and click on “+ New”

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.

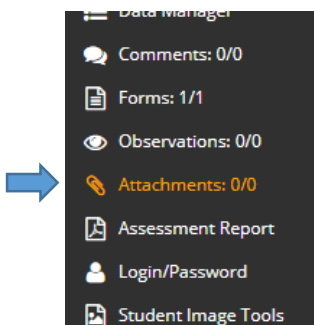


**Note:** Any forms shared with you can be found in the “My Forms” tile on the Dashboard on the “Shared With Me” tab.

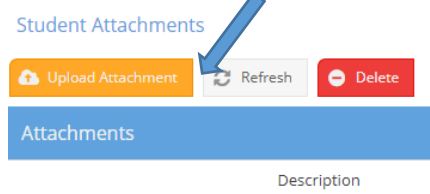


**HOW TO ADD AN ATTACHMENT.**

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”.

