

# Completing and Emailing RTI Referral

## To Find the Form

- Go to the MV District Website
- Click the Elementary Tab (top of the page)
- Click RTI (left side of the screen)
- Click the RTI Teacher Referral (2<sup>nd</sup> choice under Referral Forms)

## Saving the Form

- With the RTI Referral open
  - Click File
  - Click Save As
    - A window will open:
      - Change the name of the file in the box at the top of the window.
        - Ex: Save As:
      - Choose a destination to save the file to from options on the left side of that small window.
        - Ex: Desktop
    - Click Save (You'd now see an icon on your desktop).

## Completing the Form

- Open the referral from saved location (Ex: Desktop)
- Input data
- Save this modified version (**Repeat the following steps EACH time you update/modify the form**)
  - Click File
  - Click Save (NOT Save As) and now a small window will open.
  - Click Save As
  - Verify location you want to save it to by again choosing it from the options on the left of the small window.
  - Click Save
  - Click Replace (You want to replace the old version with the newer/updated version EACH time you add info).

## Prior to Emailing

- Open the referral from saved location (Ex: Desktop)
- Click File
- Click Print
- Click PDF (Bottom left of window that opens).
- Click Save as PDF (To a location on your computer)
  - ***Once you save it as a PDF you CAN NOT modify the form, so please make sure it's complete.***
- Click Save
- Click Replace

## Emailing the Form

- Open webmail
- Click create new message
- Click attachment icon (paperclip)
- Click Browse (left side of screen).
- Click on name of file
- Click Open

- Click Upload
- Add Recipient(s)
- Add Subject (Ex: Struggling, Sally RTI)
- Click Send