

How to select the parent portal as the communication method

On the SEND Professional Portal, select the **Communication and Contribution Method** tab below.

Click to select a Child

Checklist for Referrer - School	Professional Contacts	Child/Young Person Details	Parent/Carer Details	Achievements and Progress	Special Educational Needs
Child/Young Person Views	Professional Involvement	Documents	Parent Consent	Contribution and Communication Method	Submit ERSA

In the **Parent / Carer or Young Person's contribution** section select **edit** and type in who will be contributing to the plan and add their name.

Parent / Carer or Young person's contribution edit

Who will be contributing on a EHC Assessment? Parent

If it's the Parent or Carer who is contributing to the EHC Assessment, please name them e

When this information has been added select **update**

Parent / Carer or Young person's contribution update cancel

Who will be contributing on a EHC Assessment? Parent

If it's the Parent or Carer who is contributing to the EHC Assessment, please name them e

To add an email address select **edit** then **Parent Portal** and type in the email address of the Parent, Carer or Young Person. Select **update**.

Parent / Carer / Young Person Communication Method update cancel

Specify how the Parent, Carer or Young person would like to contribute to a EHC Assessment **Parent Portal**

Please supply the Parent / Carer or Young Person Email address used for the Parent Portal

How to select the letters or email as the communication method

On the **Communication and Contribution Method** tab go to the **Parent / Carer or Young Person's contribution** section select **edit** and type who will be contributing to the plan, add their name, then select **update**

Parent / Carer or Young person's contribution update cancel

Who will be contributing on a EHC Assessment? Parent

If it's the Parent or Carer who is contributing to the EHC Assessment, please name them e

In the **Parent / Carer / Young Person Portal Communication Method** section select **edit** then **Email or Letter**. Select **update**.

Parent, Carer or Young person's contribution edit

Who will be contributing on a EHC Assessment? Parent

If it's the Parent or Carer who is contributing to the EHC Assessment, please name them T Murphy

Parent, Carer or Young Person communication method update cancel

Specify how the Parent, Carer or Young person would like to contribute to a EHC Assessment **Email or Letter**

If the Parent / Carer or Young person has requested to contribute via the portal, please specific the email address they will use to sign up murphyth@ealing.gov.uk

Submit ERSA tab select **ERSA – School (VNOV22)** from the dropdown. The ERSA will appear in the documents tab.

Run Report

*Report ERSA - School (VNOV22)

*Format Portable Document Format (Pdf)

* = mandatory field

Open Report after creation run report cancel

Further assistance and information

If you require further assistance or are experiencing technical difficulties, please contact Ealing Education ICT via email EalingEducationICT@ealing.gov.uk