



Orange County Department of Education – ACCESS Program Referral e-form System District Process for Submitting Referral and Course Request Forms

The Orange County Department of Education (OCDE) ACCESS Program is transitioning to a new Referral e-form System. The electronic forms allow for paperless transactions for the OCDE ACCESS Program Referral form and S1S Course Request forms. The signature process is embedded in the system. The system sends an email to the district referrer, parent, student and OCDE Representative along with a copy of the form to be signed by all parties. The system returns events when each signer signs the document and when the document is complete. All forms and signatures are securely stored on the OCDE IT network system and will be retained as documentation of authorization.

The following are steps for the districts to fill out and submit the Referral and Course Request Forms.

1. Paste the URL in the browser address bar
<https://edms.ocdeapps.us/DocuWare/Platform/WebClient/Forms/access-selection-page?orgID=24750358-8e9c-4e5c-be1d-3d781846c471>
2. If the student is not an S1S student, click on the “No” button, then tap on the “Click Here” link. This will take you to the “Community School Referral” form. Proceed to step 3.
If the student is an S1S student, click on the “Yes” button.
 - The screen will change from “Referral Only Form Link: Click Here” to “Select District”.
 - Select the student’s district, the screen will change to “Referral and District XXX Form: Click Here”.
 - Tap on the “Click Here” link to open the “Community School Referral” and district’s “Course Request Form”.

Referral and District Selection Date: 03/29/2021

Instructions: Please select the student type first. If the student is not an S1S student please follow the link to the referral form. If the student type is S1S please select the correct district and follow the link to the referral and course selection.

Student is S1S
 No
 Yes

Referral Only Form Link: [Click Here](#)

Student is S1S
 No
 Yes

Select District

Select District

Referral and District AUHSD Form: [Click Here](#)

- Fill out the Referral and Course Request form. The fields with the asterisks are required fields.
 - Please verify that the email addresses in the first section are correct. These will be used to send the emails for signatures.** Student email address must be the student's personal email address. If the student does not have an email address the parent's email address could be used for both the parent and student. The parent will receive two emails, one for the parent and one for the student.
 - Please make sure you have the scanned documents that will be attached to the form. For example, Attendance Records, Current Transcript.



Orange County
Department of Education

COMMUNITY SCHOOL REFERRAL AND AUHSD COURSE SELECTION
Alternative Community, and Correctional Educational Schools and Services

Important: The information provided in this section will be used for sending out the form for a DocuSign Signature. Please verify the correct names/email addresses prior to submitting this form.

Referrer Full Name *	Referrer Email Address*	Referral Date
<input type="text" value="Mindy Smith"/>	<input type="text" value="Referrer@email.com"/>	<input type="text" value="03/29/2021"/>
Parent/Guardian Email Address*	Student Email Address*	
<input type="text" value="ParentMom@email.com"/>	<input type="text" value="Student@email.com"/>	

Please attach the following items at the bottom of this form in the "Supporting Attachments" box.
(For S1S only the asterisked items are needed)

<input checked="" type="checkbox"/> Attendance Record *	<input type="checkbox"/> Proof of withdrawal from last school of attendance	<input type="checkbox"/> ELPAC/CELDT results
<input type="checkbox"/> Immunization Certificate	<input type="checkbox"/> Copy of IEP and/or other report (if applicable)	<input type="checkbox"/> AB 216,167,1806,2306 paperwork (if applicable)
<input checked="" type="checkbox"/> Current Transcript *		

- Under the "Recommendation" please select the ACCESS AREA Administrative Unit where the student will be enrolling. When the form is submitted, a notification will be sent to the ACCESS AREA Admin office indicating a Referral form has been completed and is awaiting review.

RECOMMENDATION

Select Admin Unit*

Area 1 ▼

- If the district selected "Yes" for an S1S student the system will continue to the Course Request Form.

AUHSD S1S 2021 Course Request
AREA 2
S1S Session Dates: June 21 - August 6, 2021
REGISTRATION BEGINS: March 29, 2021

IMPORTANT! Please prioritize courses by the course selection boxes (Course #1 and #2)
ALL online courses require student to have a personal email account, computer access, and internet services - no school email can be used

A-G, NON NCAA Approved Courses	High School Requirement Courses - NON A-G Approved
(ONLINE Courses)	(Paper/Pencil Courses)
Eng 9A (G2102) W Hist 10A (G1162)	Eng 9A (2102) *Paper/Pencil US Hist A (1202) *Paper/Pencil
Eng 9B (G2112) W Hist 10B (G1172)	Eng 9B (2112) *Paper/Pencil US Hist B (1212) *Paper/Pencil

6. Enter the choices of the courses in the Course Selection 1 and 2 fields. Some districts may have a third selection.

(ONLINE Courses)		(Paper/Pencil Courses)	
Eng 9A (G2102)	W Hist 10A (G1162)	Eng 9A (2102) *Paper/Pencil	US Hist A (1202) *Paper/Pencil
Eng 9B (G2112)	W Hist 10B (G1172)	Eng 9B (2112) *Paper/Pencil	US Hist B (1212) *Paper/Pencil
Eng 10A (G2202)	US Hist A (G1202)	Eng 10A (2202) *Paper/Pencil	Civics (1302) *Paper/Pencil
Eng 10B (G2212)	US Hist B (G1212)	Eng 10B (2212) *Paper/Pencil	Economics (1402) *Paper/Pencil
Eng 11A (G2302)	Int Math 1A (G3810)	Eng 11A (2302) *Paper/Pencil	Int Math 1A (3810) *Paper/Pencil
Eng 11B (G2312)	Int Math 1B (G3820)	Eng 11B (2312) *Paper/Pencil	Int Math 1B (3820) *Paper/Pencil
Eng 12A (G2405)	Int Math 2A (G3825)	Eng 12A (2405) *Paper/Pencil	Int Math 2A (3825) *Paper/Pencil
Eng 12B (G2406)	Int Math 2B (G3830)	Eng 12B (2406) *Paper/Pencil	Int Math 2B (3830) *Paper/Pencil
	Int Math 3A (G3850)	W Hist 10A (1162) *Paper/Pencil	Int Math 3A (3850) *Paper/Pencil
	Int Math 3B (G3860)	W Hist 10B (1172) *Paper/Pencil	Int Math 3B (3860) *Paper/Pencil

Please verify your choices for the courses using the drop down choices. This will verify courses for the form being sent.

Course Selection 1*

Course Selection 2*

7. Check off the documents that will be uploaded with the forms. Have them scanned and ready to upload.

*****PLEASE ATTACH A COPY OF THE FOLLOWING TO THIS COURSE REQUEST*****

Student's Transcript 2 Years of Discipline 2 Years of Attendance 2nd Truancy Letter (If Applicable)

8. Attach the documents to be submitted with the form(s). Click on the "Click to browse" in the box. This will open the directory so you can find and attach documents.

There are three ways to grab the files you want to upload

- Upload one file at a time - select and click on the file you want to upload, then click on the "open" button.
- Upload multiple files at a time - select and click on one file and hold down the "Ctrl" button, click on each file you want to upload, then click on the "Open" button.
- Upload multiple files at a time - select and click on one file, then hold down the "Shift" button and click on the last file in the list of files you want to upload, then click on the "Open" button.

Attachments

 Click to browse or drag a file here

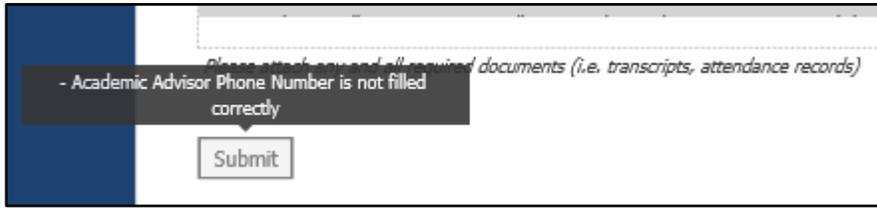
Remaining attachment capacity: 10 files, 20.00 mb

Please attach any and all required documents (i.e. transcripts, attendance records)

9. If all the required fields are populated the "Submit" button will be enabled. Click on the "Submit" button.

Please attach any and all required documents (i.e. transcripts, attendance records)

10. If a required field was missed the “Submit” button will continue to be disabled. Hover over the “Submit” button to see what field was missed.



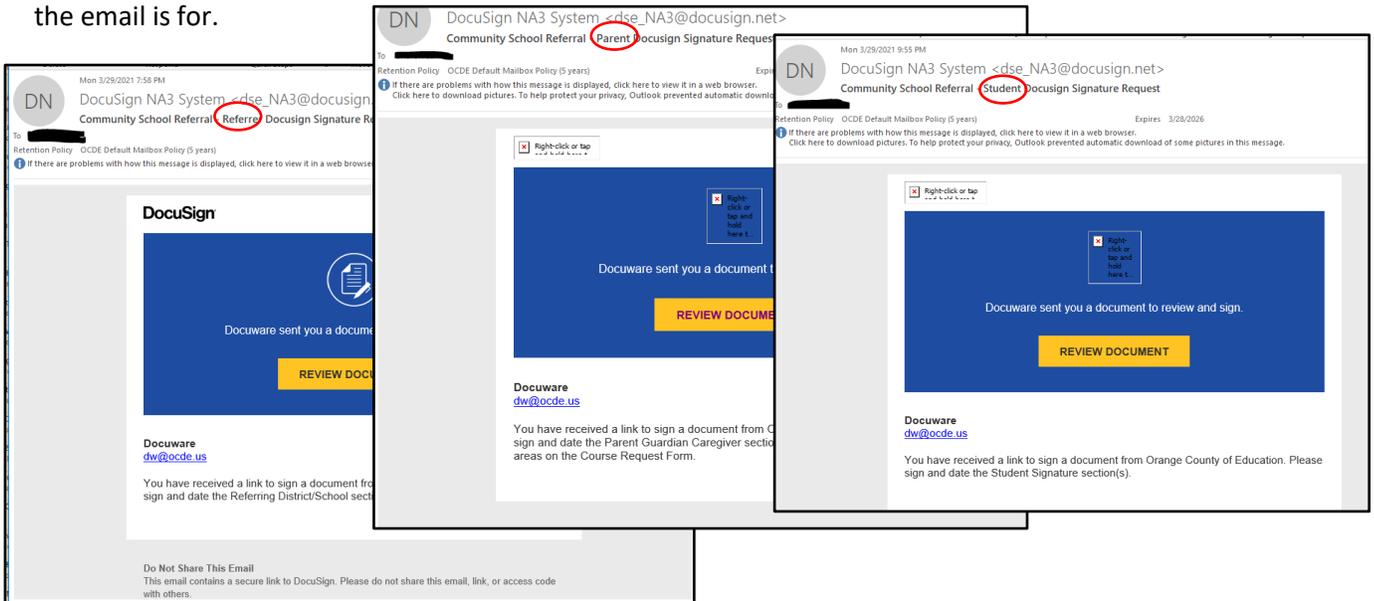
11. After clicking on the “Submit” button the following message should pop up.



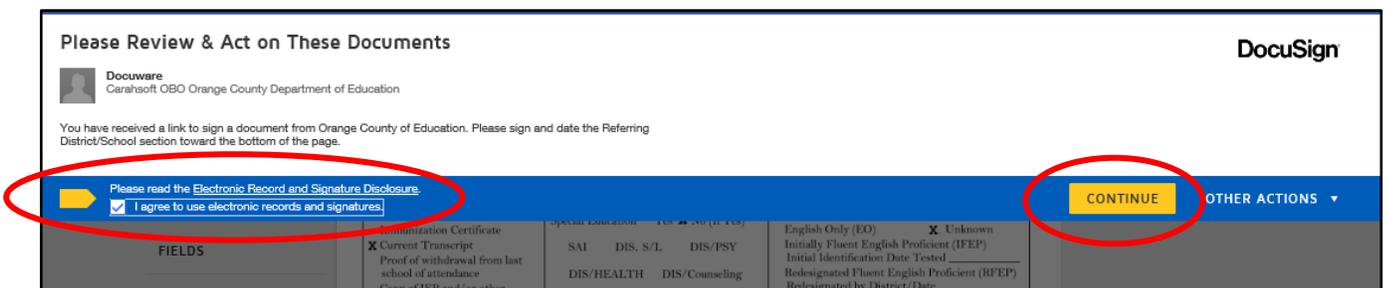
12. At this point the user can click on “New form” to complete another form or exit out.

13. Clicking on the “Submit” button triggers the systems to send emails to the referrer, parent and student.

14. Each person will receive an email from “Docuware via DocuSign”. The subject line will indicate the signature needed. If the parent and student are using the same email address they will need to sign according to who the email is for.



15. Click on the “Review Document” button in the center of the email. In order to open the document, the recipient must click on the “I agree to use electronic records and signatures.” This enables the “Continue” button.



16. District referrer will click on "Name" under the "FIELDS" on the left-hand side of the document and drag it above the "Print CWA/Designee Name and Title", then let go. This puts the Referrer's name on the line.

a) The District referrer will also click on the "Text" under the "FIELDS" on the left-hand side of the document and drag it right above the "Referring District/School" and type in the District.

b) The District referrer will use the "Signature" and "Date Signed" to sign and date the form.

17. When the parent and student receive their emails, they will follow steps 15 and 16b above to sign and date the form.

18. When the document has been properly signed and dated the referrer, parent and student will click on the "FINISH" button to submit the signed form.

Document ID: 91A728C2-DEF6-4B56-95AA-79FABBC17676
Alternative Community, and Correctional Educational Schools and Services

COMMUNITY SCHOOL REFERRAL

Student's Name: **Student** Ima A.K.A. _____ CALPADS SSID #: _____
D.O.B. 03/06/2007 Grade: 9th Hm. Phone: 999-999-9999 Cell Phone: 555-555-5555
Last School Attended: Anaheim High Last District Attended: Anaheim Union
Parent Guardian Caregiver Name: Ima Parent Private/Charter: Yes No
Address: 1234 E Street City: Anywhere Zip: 92999

Please attach following items:
 Attendance Record
 Immunization Certificate
 Current Transcript
Proof of withdrawal from last school's attendance
Copy of IEP and/or other reports (if applicable)
ELPAC/CELDY results
Yes No Section 48915
If yes, please attach
Yes No Individual Health Plan
If yes, please attach
AB 216, 167, 1806, 2506 paperwork (if applicable)

Please provide the following information:
Special Education Yes No (If Yes) SAI DIS, S/L DIS/PSY
DIS/HEALTH DIS/Counseling
District Sp. Ed. History-Exited
Transition to ACCESS
IEP Date _____
Enrolled in U.S. Schools less than 3 Cumulative Years _____
ELPAC/CELDY-Language Proficiency English Only (EO) Unknown
Initially Fluent English Proficient (IFEP) Initial Identification Date Tested _____
Redesignated Fluent English Proficient (RFEP) Redesignated by District/Date _____
English Learner (EL) ELPAC/CELDY Proficiency Level _____
1st year enrolled in school in U.S. _____
Year enrolled in California Public School _____

REASON FOR REFERRAL
Disruptive Behavior Teen Parent Inability to function appropriately in school Parent Request
Substance Abuse Special Education Needs Expulsion Mandatory Non-Mandatory Runaway
Medical Social Services Truancy (# Dates: _____)
Other (Describe): _____

ATTEMPTED INTERVENTIONS
Educational Counseling SARB Suspension _____ days
Schedule Modifications Parent Conferences Other _____

PREVIOUS EDUCATIONAL ALTERNATIVES
Continuation High School Work Experience
Adult Education ESL/LEP Bilingual
R.Q.P. Other _____

Comments: _____

RECOMMENDATION:
ADMIN UNIT: Area #1 _____ Area #2 _____ Area #3 _____ CHEP/PCHS _____ Sunburst _____

Please check box if applicable. (For Office Use Only)

	Section 1981 (a) District Expulsion	Section 1981 (b) SARB	Section 1981 (d) Parental Request/District Approval
(1) Probation status	601	602	654
(2) On probation or parole and not in attendance in any school	725	726	727 790
(3) Expelled, Section 48915 (a) or (c)			

Referring District/School: Anaheim Union Referral - Review & Certification by: SHARON LAKIN Signature: [Signature] Date: 3/29/2021

OCDE Representative: _____ Print Name and Title _____ Signature _____ Date _____

Probation Representative: _____ Print Name and Title _____ Signature _____ Date _____
Certified pursuant to Orange County Juvenile Court Order Filed December 21, 2001

Juvenile Court Representative: _____

Parent Guardian Caregiver: _____ Date _____

Student Signature: _____ Date _____

CC: Community School Referral, OCDE REP (Yellow), District or Probation (Pink), Parent/Guardian/Caregiver (Gold)

Form 100-3/27/2020

access-referral-aunisd-form.pdf 1 of 2



FIELDS

- Signature
- Initial
- Stamp
- Date Signed

- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

DocuSign Envelope ID: 91A728C2-DEF6-4B56-95AA-75FABBC17676 **1st ACCESS**
 AREA 2
 SIS Session Dates: July 2 - August 6, 2021
REGISTRATION BEGINS: March 29, 2021

ACCESS USE ONLY
 P/P
 Gradpoint

Anaheim High would like **Student Ima** **03/06/2007** **9th** to take the following two course(s):
 (Referring School) Print Student Last, First Name Date of Birth Current Grade

IMPORTANT! Please prioritize courses by numbering the box with **(Course #1 or Course #2)**

ALL online courses require students to have a personal email account, computer access, and internet services – no school emails can be used

A-G, NON NCAA Approved Courses (ONLINE Only)		High School Requirement Courses – NON A-G Approved (PAPER/PENCIL Only)	
Eng 9A (G2102)	W Hist 10A (G1162)	Eng 9A (2102) <i>*Paper/Pencil</i>	US Hist A (1202) <i>*Paper/Pencil</i>
Eng 9B (G2112)	W Hist 10B (G1172)	Eng 9B (2112) <i>*Paper/Pencil</i>	US Hist B (1212) <i>*Paper/Pencil</i>
Eng 10A (G2202)	US Hist A (G1202)	Eng 10A (2202) <i>*Paper/Pencil</i>	Civics (1302) <i>*Paper/Pencil</i>
Eng 10B (G2212)	US Hist B (G1212)	Eng 10B (2212) <i>*Paper/Pencil</i>	2 Economics (1402) <i>*Paper/Pencil</i>
Eng 11A (G2302)	Int Math 1A (G3810)	Eng 11A (2302) <i>*Paper/Pencil</i>	Int Math 1A (3810) <i>*Paper/Pencil</i>
1 Eng 11B (G2312)	Int Math 1B (G3820)	Eng 11B (2312) <i>*Paper/Pencil</i>	Int Math 1B (3820) <i>*Paper/Pencil</i>
Eng 12A (G2405)	Int Math 2A (G3825)	Eng 12A (2405) <i>*Paper/Pencil</i>	Int Math 2A (3825) <i>*Paper/Pencil</i>
Eng 12B (G2406)	Int Math 2B (G3830)	Eng 12B (2406) <i>*Paper/Pencil</i>	Int Math 2B (3830) <i>*Paper/Pencil</i>
	Int Math 3A (G3850)	W Hist 10A (1162) <i>*Paper/Pencil</i>	Int Math 3A (3850) <i>*Paper/Pencil</i>
	Int Math 3B (G3860)	W Hist 10B (1172) <i>*Paper/Pencil</i>	Int Math 3B (3860) <i>*Paper/Pencil</i>

To be completed by Academic Advisor/Administrator: Approved Student Attended SIS previously Senior District Graduate
School Counselor **555-666-9898** **Counselor@email.com**
 Academic Advisor/Administrator (Print) Academic Advisor Phone Number Academic Advisor e-mail address

PLEASE ATTACH A COPY OF THE FOLLOWING TO THIS COURSE REQUEST

Student's Transcript 2 Years of Discipline 2 Years of Attendance 2nd Truancy Letter (If Applicable)
 Based on ELPAC scores, does this student qualify as EL? Please Check: YES NO

PLEASE USE BLUE OR BLACK INK (Print) **STUDENT INFORMATION**

Ima Student **slakin@ocde.us**
 Student First and Last Name Student's Email Address (NO SCHOOL emails)
1234 E Street **Anywhere 92999** **999-999-9999**
 Home Street Address City & Zip Code Primary Phone Number
345-999-6789 **714-567-9089**

Student's Cell Number Mother's Cell # Work # Father's Cell # Work #
Ima Parent **slakin@ocde.us**
 Print Parent(s) Guardian(s) Name E-Mail address

Student Signature Date Parent/Guardian Signature Date

Parent Initials ACCESS is a WASC Accredited School. A-G courses are approved and meet the requirements for attendance in UC or CSU programs. Our community school programs do not meet the NCAA requirements.

Parent Initials I am in agreement that this placement is for time period between _____ 2021 ONLY.