Guide to Completing the Digitised SPED School Application Form

S/No.	Steps / Further Information
1.	(a) Access the digitised SPED application form via
	https://go.gov.sg/spedschoolapplicationform or scan the QR code below.
	(b) Upon successful access to the digitised form, you will see the landing page below.
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	SPED School Application Form 9 30 minute estimated time to complete
	Instructions Check information on the range of SPID schools available: https://www.mois.gov.spipeccili.et/bit.astabees/astabees/ This application from has been divided inte 4 excloser. You will need to prepare all required documents (in - copies, i.e. P/O* & P/Q) for each accion in your mobile or computing device before you proceed with this application.
	Important Notes
	 Prepare all the documents (in soft copies, i.e. PDF & JPG) which are required for each section of the application in your mobile phone or computing device before you access the digitised form. You may refer to the checklist containing documents required at <u>https://go.gov.sg/spedschoolapplicationformchecklist</u>.
	Please note that you should complete the application in one sitting as it cannot be saved as draft. You should also fill in the required information carefully as you will not be able to make amendments to the form once it has been submitted.
	• Upload the necessary scanned documents within the maximum file size limit (1MB for Supporting Documents in Section 1, 1MB for Parent Report, 1 MB for School Report, 1MB for Medical Report, 3MB for Psychological Report).
	 You may download Microsoft Office Lens, a free PDF conversion tool, to convert the required supporting documents to e-copies via the QR code on the right. For the steps to use Microsoft Office Lens, you may refer to Annex B.

2. S	croll down the landing page to complete each of the four sections of the SPED chool Application Form.
<u>s</u>	ection I
(2	 a) This section comprising (A) Declaration by Parent/Guardian; (B) Child's Information; (C) Family's Information; and (D) Parent Report should take about 20 minutes to complete.
(t	 b) The following supporting documents are required to be uploaded: Photocopy of applicant's identification (birth certificate for Singapore Citizens; Singapore Permanent Residents (PR) Re-entry permit for PRs; Student Pass (Dependant Pass) for International students Deed Poll (legal document required if the child has changed her/his name) Photocopy of Parents'/Guardian's Identification (NRIC/Passport for Singapore Citizens and PRs; Passport and employment pass (if applicable) for other nationalities) Report book results/progress reports (if applicable) Work Place Literacy and Numeracy Scores (if applicable)
(0	c) In listing your choice of SPED schools for your child/ward, you should be guided by the recommendation of suitably qualified professional(s).
(0	I) If only 1 parent's consent can be provided, please indicate reasons in the last segment "Additional Information" and/or attach relevant supporting documents (e.g. death certificate). In such cases, please indicate "NA" for "Name of Consenter (2)" and select "NA" for "Relationship to child/ward".
(€	e) Similarly, if only one set of parents' particulars can be provided, please provide reasons in the last segment "Additional Information" and/or attach the relevant supporting documents (e.g. death certificate). In such cases, please indicate "NA" for compulsory fields.
(f) For the Parent Report, you have the option of uploading a soft copy of the completed Parent Report, or completing the Parent Report in the online form directly. If you choose to upload a soft copy of the report, you may find a copy of the parent's report template at: https://go.gov.sg/spedschoolapplicationformparentreport.
<u>s</u>	ection II: School Report
(8	a) The teacher who is most familiar with the educational needs of your child/ward should complete the School Report. For children who have not attended any school, this section can be completed by a therapist or clinician who has worked directly with the child.
(t	b) You may find a copy of the school report template at: <u>https://go.gov.sg/spedschoolapplicationformschoolreport</u> .
(0	c) If the School Report is not ready at the point of submission of application, please send the School Report to the directly to the first-choice school directly via email within 4 weeks of the submission of application.
<u>s</u>	ection III: Medical Report
(8	a) For most children, Section III should be completed by a Medical Specialist or General Practitioner (e.g., a family doctor). However, if the child has been

		diagnosed with hearing loss or visual impairment, this section should be completed by a medical specialist. A list of these specialists can be found at the MOH Specialists Accreditation Board website http://www.healthprofessionals.gov.sg/sab
	(b)	You may find a copy of the medical report template at: https://go.gov.sg/spedschoolapplicationformmedicalreport.
	(c)	If the Medical Report is not ready at the point of submission of application, please send the Medical Report to the directly to the first-choice school directly via email within 4 weeks of the submission of application.
	Se	ction IV: Psychological Report
	(a)	The Psychological Report must be done by a qualified psychologist.
	(b)	You may find a copy of the psychological report template at: https://go.gov.sg/spedschoolapplicationformpsychologistreport
	(c)	If the Psychological Report is not ready at the point of submission of application, please send the Psychological Report to the directly to the first-choice school directly via email within 4 weeks of the submission of application.
3.	(i)	Click the " Submit " button after you have completed the four sections of the digitised form.
	(ii)	After you have clicked the " Submit " button, you will see the pop-up message below.
		Submitting form. Please wait!
		Kindly do not reload the page. Submitting might take up to a few minutes if you are uploading large files on a mobile connection.
	(i)	Upon successful submission of the digitised form, your application will be directed to the Acknowledgement page below.
		Thank you for
		filling out the
		form.
		You should have received a copy of your SPED application form in your email. If you did not receive the form,

(ii) An acknowledgement email will also be sent to the email address that you have provided in the digitised form.
(iii) Should your submission of the digitised form be unsuccessful, you will see the pop-up message below.
Sorry, your submission has errors. Correct them and submit again.
You may re-submit the digitised form by clicking the 'Submit' button after checking the digitised form.

Steps on Using Microsoft Office Lens

Microsoft Office Lens is a free mobile scanning app that is available to both Window and iOS phone devices. To use Microsoft Office Lens, install it on your device, run the app and then give it permission to access your camera.

Step 1: Running the Microsoft Office App

- To use Microsoft Office Lens app, run the app and then give it permission to access the camera in your device.
- Step 2: Capturing the image of a document (1)
 - The default 'view' in the app is a live camera viewfinder. For the image type, choose the "Document" and then point the camera at the document (e.g., psychological report) you want to capture. The app will attempt to automatically frame the image as you move your device. Once the frame encompasses the desired area, tap the shutter button.



- Step 3: Capturing the image of a document (2)
 - Tap 'Add New' if you want to capture other pages of the same document. Tap 'Done' once you have finished capturing the page(s) of the document.



Step 4: Saving the captured image

- Tap 'Done' and you will be directed to save the image.
- You can change the 'Title' before selecting to save it in PDF format.

(Reference: https://www.cnet.com/how-to/getting-started-with-microsoft-office-lens)