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Shared Services Electronic Referral Forms

Accessing Referral Forms

1. **Account Creation Form**
<https://negaresaCentral.etrivee.cloud?isAnonymous=true#form/template/74>
2. **Link to Etrieve login (AFTER you have an account)**
<https://negaresaCentral.etrivee.cloud/?showloginpage=true#/form>

Video Tutorials

- [How to create your login to access forms](#)
- [Shared Services electronic referral process from start to finish](#)
- [Filling out a Related Services referral](#)
- [What Parent will see when they receive a referral for their child](#)
- [What your director will see when they receive a referral from you](#)
- [Filling out a referral for Special Ed Eligibility area \(i.e. D/HH & VI\)](#)
- [Where is the referral I sent??](#)

Q&A

1. I tried to login but wasn't connected to the Etrieve site.
 - a. Make sure you are logged into your school email account (Google or Microsoft) FIRST then try again.
 - b. Do **NOT** type in your email address, only click on the Google or Microsoft logo
 - c. If you have tried both suggestions and are still having difficulties, please contact [Marie McDonagh](#)
2. What if my student's parents don't have a computer?
 - a. The referral forms are designed to work with a smartphone as well as on a computer.

