Sending a Digital Application through 'We Transfer'.

Digital Application Checklist

The following documents need to be scanned and included in your digital application:

o   Completed and signed application form

o   Proof of Address in the form of a utility bill

o   Copy of the child's evaluation report confirming their autism diagnosis.

o   A written recommendation from a certified psychologist for an ASD-specific education in a special preschool.

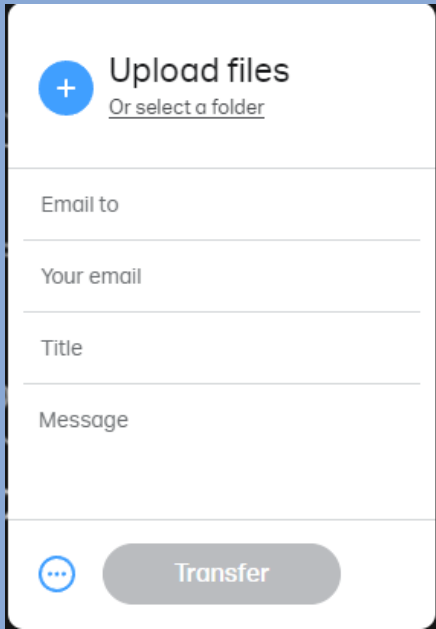o   Copy of the child's birth certificate.

Additional Documentation (Optional)

o   Speech and Language Report

o   Occupational Therapy Report

o   Other documentation from professionals that you may deem relevant

Steps for Sending Files through We Transfer

▪   Scan and label your documentation. Documentation can be scanned all together as a single file or alternatively a folder can be sent through We Transfer containing individual relevant files. In both scenarios label the file/folder 'Child_Name_Busy_Bees_2022' e.g. **Jane_Smith_Busy_Bees_2022.**

- Go to the website https://wetransfer.com/
- Click **'I agree'** to terms of service.
- Follow the below steps

Upload files
Or select a folder

Email to
Your email
Title
Message

Transfer

Click on the + sign and add the file you want to send or click 'select a folder' to upload a folder.

Type in the email address:
abacasapplications2022@gmail.com

Type in your own email

Type 'Child First Name, Child Last Name Application' e.g. Jane Smith Application

Write a short message if you like.

Then just hit 'Transfer'.

- **Enter your WeTransfer code.** Before sending your files, WeTransfer needs to verify your email address. You will receive a **six-digit code** via email that you need to enter. This code is active for 60 minutes. If you don't manage to input it in time, you can request a new code.

You'll receive two emails after sending your application through WeTransfer. The first email message includes a confirmation that your file transfer has been sent, and the second one is sent when the school downloads the submitted file.