



# Early Intervention Centre Applications 2024/25

## **Sending a Digital Application through ‘We Transfer’.**

### **Digital Application Checklist**

The following documents should only be included in your postal application:

- Completed and signed application form.
- Copy of the child’s evaluation report confirming their autism diagnosis.

**At this time, we only require the documents listed above, however we may be in contact if we need any further information such as:**

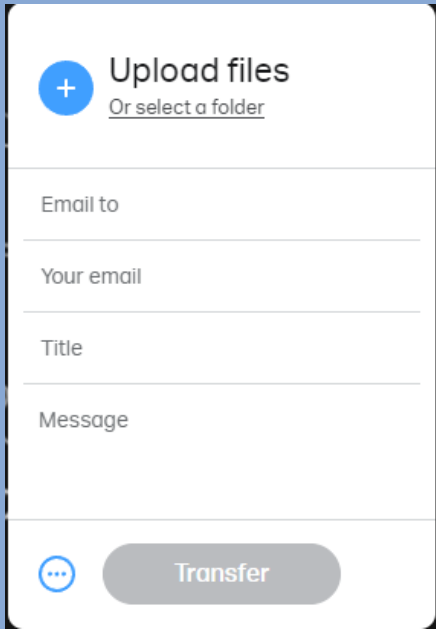
- Copy of the child’s birth certificate
- Proof of Address in the form of a utility bill
- Speech and Language Report
- Occupational Therapy Report
- Other documentation from professionals that you may deem relevant.

The above documentation must be sent via WeTransfer before the closing deadline of 3pm on the 30<sup>th</sup> of April 2024. Unfortunately, we cannot accept applications after this date.

### **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\_2024’ e.g. **Jane\_Smith\_Busy\_Bees\_2024**

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



The screenshot shows the WeTransfer 'Upload files' interface. It includes a header with a plus sign and the text 'Upload files' and 'Or select a folder'. Below this are five input fields: 'Email to', 'Your email', 'Title', and 'Message'. At the bottom is a 'Transfer' button. Blue arrows point from the text instructions on the right to each of these elements.

- 1 Click on the + sign and add the file you want to send or click 'select a folder' to upload a folder.
- 2 Type in the email address: abacasapplications2023@gmail.com
- 3 Type in your own email
- 4 Type 'Child First Name, Child Last Name Application' e.g. Jane Smith Application
- 5 Write a short message if you like.
- 6 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.