


# Specialist Teaching Services Guidance and Support

Once you have signed in to the 'Specialist Teaching Services' area of the Parent Portal, follow the steps below to complete the form. Guidance on creating a Parent Portal account and signing in is available if required – [click this link to open](#).

**Step 1.** On the portal home page, select Specialist Teaching Service then select the specific team.

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**Welcome to the Leicestershire County Council Specialist Teaching Services Portal.**

These services are provided to support children and schools in the wider community.

As a Parent please make sure you have looked at any relevant policy documentation and discuss your concerns or requests with your child's school and any other relevant professionals. Forms on the portal are to start or continue engagement with the relevant service.

**Visual Support Team**

Please click here to complete Visual Support forms.

**Autism Outreach Team**

Please click here to complete Autism Outreach forms.

**Early Years SEND Inclusion**

Please click here to complete Early Years SEND inclusion forms.

**Hearing Support Team**

Please click here to complete Hearing Support forms.

**Step 2.** Click the link to complete the relevant service. Some services will have more than one form.

Select the form you wish to complete. For example



Welcome to the Leicestershire County Council Parent Portal - Vision Support Team.

Vision Referral Form  
To complete this form, please use this link.

, below.

**Step 3.** Select the child to be included in the referral. Click the 'Next' button to continue.



Welcome to Leicestershire County Council Parent Portal

VST Vision Referral Form - VST\_Vision\_Referral\_Form/1

1 2 3 4 5  
Select Child Parent and Carer Information (all those with parental responsibility) Referee Information Medical Information Results

Select Child (1 of 5)  
In addition to yourself, who will also appear in this form?

New Child

	Name	DOB	
<input checked="" type="checkbox"/>	Annie Flowers	21/09/2009	
<input type="checkbox"/>	Freddie Flowers	12/12/2011	
<input type="checkbox"/>	Alfie Flowers	12/12/2013	
<input type="checkbox"/>	Millie Flowers	03/10/2010	

Back Next

**Step 4.** Complete each step providing full information where possible.

Depending on the form there will be different numbers of steps. You can use the progress bar to check the status of your application.



**Step 5.** Submit form.