**Checklist for Parents and Referring Agencies**

As part of the application process, you will need to upload e-copies of supporting documents for each section of the Special Education (SPED) school application form. **Please refer to the list of documents below. Ensure that you have the documents ready before you proceed with the digitised SPED application form.**

For Sections II – IV, the documents will be provided by your child’s teacher, doctor and qualified psychologist. These professionals can complete the reports using the templates in the links provided below. You will be required to upload the e-copy of the endorsed forms in the relevant sections in the form later.

|  |  |  |
| --- | --- | --- |
| **Section** | **To be completed by:** | **List of Documents** |
| Section I | Parents / Referring Agency | **Supporting Documents** (maximum file size: 1MB)* Photocopy of Student’s Identification:
	+ For Singapore Citizens: Birth Certificate
	+ For Singapore Permanent Residents: Singapore Permanent Residents Re-entry Document
	+ For International Students: Student Pass (Dependant Pass)
	+ Deed Poll (Legal document required if the child has changed his/her name)
* Photocopy of Parents’/Guardian’s Identification:
	+ For Singapore Citizens and PRs: NRIC/Passport
	+ For International Students: Passport **AND** Employment Pass (if applicable)
* Photocopy of Certificate of Legal Guardianship (if applicable for subsection C)
* Report book results / Progress reports (if applicable)
* Workplace Literacy and Numeracy scores (if applicable)

**Section D:** * Parent Report (<https://go.gov.sg/spedschoolapplicationformparentreport>)
	+ Maximum file size: 1MB
 |
| Section II | Teacher | * School Report (<https://go.gov.sg/spedschoolapplicationformschoolreport>)
	+ Maximum file size: 1MB
 |
| Section III | Medical Doctor, i.e. General Practitioner or Medical Specialist | * Medical Report (<https://go.gov.sg/spedschoolapplicationformmedicalreport>)
	+ Maximum file size: 1MB
 |
| Section IV | Psychologist | * Psychological Report (<https://go.gov.sg/spedschoolapplicationformpsychologistreport>)
	+ Maximum file size: 3MB
 |

Applications will only be processed when ALL the supporting documents are complete and received by the SPED schools.

If you would like to convert your hardcopy documents to e-copies, you may consider this free PDF conversion tool:

* For iOS Devices: <https://apps.apple.com/us/app/microsoft-office-lens-pdf-scan/id975925059>
* For Android Devices: <https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_SG>

If you have additional documents to share that cannot be uploaded within the maximum file size, you may email them to SPED\_Application@moe.gov.sg.

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