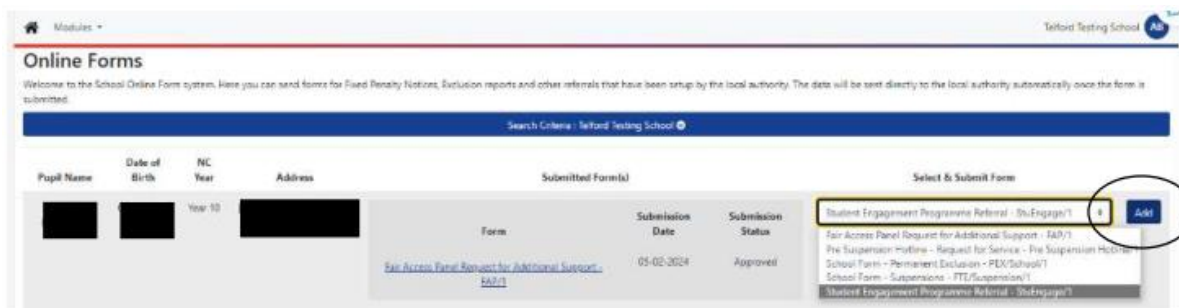
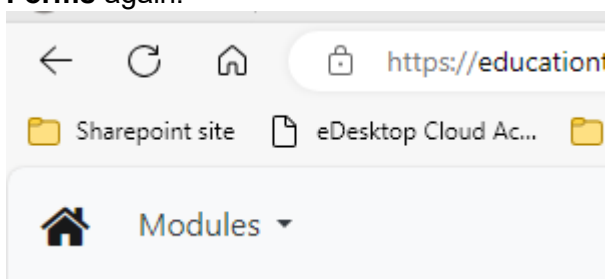


FAP Guide – Schools

1. Sign into the portal and complete the form as per the SAM Portal guide.



2. Once submitted, click on the **Home** icon in the top left corner and select **Online Forms** again.

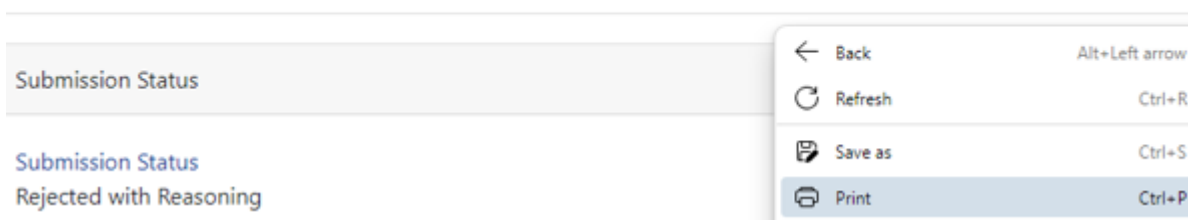


3. After searching for the child's name, you will see all the forms you have submitted listed against them.

Form	Submission Date	Submission Status
Student Engagement Programme Referral - StuEngage/1	09-02-2024	Rejected with Reasoning
Fair Access Panel Request for Additional Support - FAP/1	09-02-2024	Approved

4. Click on the form name to open it.
5. Right click on the page and click **Print**.

School : Telford Testing School
 Child : [REDACTED]
 Form : Student Engagement Programme Referral - StuEngage/1



6. Print off the form so that you can show the parents then get their signatures using the FAP signatures document provided to you.
7. Once signed, please submit just the signatures page through email to accessandinclusion@telford.gov.uk.