

To transfer completed SPR Form to SPR Panel via Anycomms+ (Kirklees Secure File Transfer Site):

To successfully transfer this file via Anycomms+ it must be transferred from the **school office PC that has the Anycomms software installed.**

- Choose **upload to Local Authority**
- Click **browse** and upload relevant file
- Choose **Single Point Referral** from the “File Type” drop down box and **Inclusion** will automatically show in the “Service” box.
- Enter a description in the “**Description**” box, e.g. SPR KS2 John Smith
- Click “**Upload All Files**”