

School User – Requesting Educational Psychology Involvement

Schools should always refer to the Annual Review Notes of Guidance provided by EA Statutory Assessment and Review Service (SARS) for more detailed information on the Annual Review process and Transition Planning.

To access EA Connect

Using Google or Microsoft edge enter this URL:

<https://connect.eani.org.uk/school/>

OR

In  MY-SCHOOL click **View All | Education Authority | EA Connect**

Enter the email address and password used when registering on the portal.

Read the **Data Protection Statement**, tick the confirmation box and select 

The **Annual Reviews Summary** screen will be displayed.

Option 1 – Using Educational Psychology button

Bulk Update Educational Psychology Involvement NOT requested.

Click 

This will list all Statemented pupils in your school. The column for **Requires Ed Psy** will be blank by default (N/A).

This page can be ordered by **Forename, Surname, NCY** or **Requires Ed Psy** by clicking 

If Educational Psychology Involvement is NOT required for all pupils:

Click the box beside **Forename** . This will select all pupils.

Click 

The following message will appear: **This is the final pupil on your list to request Education Psychology involvement. Once completed your EP will automatically receive an email containing a list of pupils for whom you have requested/not requested EP involvement. Are you sure you wish to proceed?**

If this is correct click 

Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other SEN Annual Review queries, please visit [SEN Annual Reviews \(Schools\) | Education Authority Northern Ireland \(eani.org.uk\)](#)

If Educational Psychology Involvement IS required:

Click the box beside the **Forename** of the pupil. This will select this pupil.

Select

Please select one of the two options below:


- Educational Psychology involvement requested for this Annual Review
- Educational Psychology involvement NOT requested for this Annual Review

If **Educational Psychology Involvement is requested for this Annual Review** a further section will appear. Select the appropriate option:

Please select one of the four options below:

- School identifies a need for additional information on the child's SEN (i.e. new SEN);
- School or SARS request it because there is a significant change in the pupil's SEN or clear evidence that the current placement type is no longer meeting the child's SEN (i.e. child needs to move from mainstream to special or vice versa);
- An EP has indicated there is a requirement for a review; or
- There is a difference of opinion between EP, school and/or parents.

Read the following message very carefully.

 This is the final pupil on your list to request Education Psychology involvement. Once completed your EP will automatically receive an email containing a list of pupils for whom you have requested EP involvement. Are you sure you wish to proceed?

If this is correct click . An email will now be sent to EPS.

Repeat for further pupils if required.

Option 2 – Using EA Connect dashboard

Update Educational Psychology Involvement for an Individual Pupil

Click **Student ID** to open

Child Details will be displayed at the top of the page.

The next section refers to **Educational Psychology Involvement**.

If Educational Psychology Involvement is NOT required:

Click Educational Psychology involvement NOT requested for this Annual Review if Educational Psychology Involvement is **NOT** requested.

Click

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Click [← Back to list of annual reviews](#) to return to the **Annual Reviews Summary** screen.

Repeat for further pupils if required.

If Educational Psychology Involvement IS required:

Click [Educational Psychology involvement requested for this Annual Review](#) if Educational Psychology Involvement is **requested**.

A further section will appear. Select the appropriate option:

Please select one of the four options below:

- School identifies a need for additional information on the child's SEN (i.e. new SEN);
- School or SARS request it because there is a significant change in the pupil's SEN or clear evidence that the current placement type is no longer meeting the child's SEN (i.e. child needs to move from mainstream to special or vice versa);
- An EP has indicated there is a requirement for a review; or
- There is a difference of opinion between EP, school and/or parents.

Click [Save Changes](#)

Click [← Back to list of annual reviews](#) to return to the **Annual Reviews Summary** screen.

Repeat for further pupils if required.

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