

## **Cosumnes Community Services District Referral Steps**

### **Alta California Regional Center**

1. Search for programs from our [Activity Guide](#) or [Online Registration](#)
2. Referrals must be from a **Service Coordinator** from Alta Regional  
*\*Any request submitted from the parent or guardian will be directed to be submitted by their Service Coordinator.*
3. Referrals must be made **via email to [RAD@CosumnesCSD.gov](mailto:RAD@CosumnesCSD.gov) or mailed to 8830 Sharkey Ave, Elk Grove, Ca 95624**  
*\*If mailed, registration may take longer*
4. When emailing the referral, the following information is needed in the original email request:
  - Participant Name, Address, Age, Gender, Phone number, DOB, and Email address
  - Parents Name, Address, Age, Gender, Phone number, DOB, and Email address
  - Any Accommodations Needed
  - Program Title
  - Activity Code (Five Number Code)
  - Service Coordinator Name
  - Service Coordinator Contact Information

#### **Step #4 is needed to open a CSD Account for the First Registration**

*\*Without providing this information, this process may get delayed*

5. Once authorization is sent from Alta Regional, Cosumnes CSD staff will contact confirming enrollment in program.

If you have any questions please email [RAD@cosumnescsd.gov](mailto:RAD@cosumnescsd.gov) or call (916) 405-5350

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