

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** 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 or call (916) 405-5350

Yadira Barrera (RAD Coordinator)

Charlene Samprath (Administrative Assistant)

Ciera Dulgar (Therapeutic Recreation Supervisor)