# Editing an RTI WIP Referral

1. Find the work in “Work in Progress” referral in the Team Referral Section. The status column will have the referral labeled with “WIP”.

2. Click the “E” – Edit – button to edit the WIP referral.

   The referral edit window will open.

3. Complete the RTI referral and click the submit button.

   The window will close and you will return to the RTI main page for this student.

4. The status of the referral has now changed to “New” and you can only view the referral – you can no longer edit.