Transition to School Digital Statement

Quick Start Guide for directors

The Transition to School Digital Statement summarises a child's strengths, interests and approaches to learning, and shares this information with their new school to support continuity of learning.

Early childhood educators and teachers may complete a Transition to School Digital Statement for each child in their year before school.

Step 1 – Log in or register

Go to transitions.education.nsw.gov.au/

If you have already registered on the Transition to School Digital Statement platform, or are a Department of Education preschool principal, **log in.**

If you don't have an account, click **register** and follow the prompts to create your account and log in. NB: Please allow up to 90 mins to log in after setting your password.
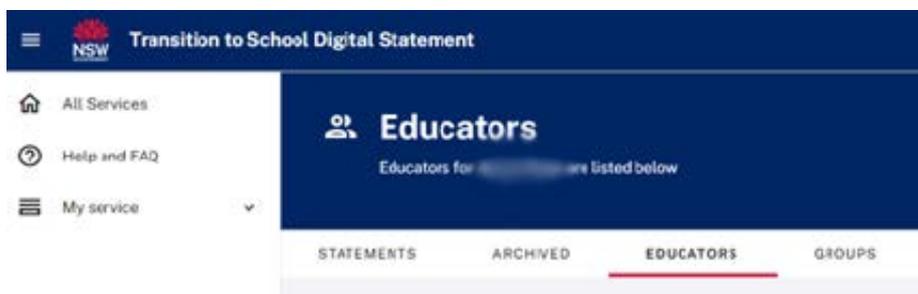
Step 2 – Director registers their service

Click **⊕ Register a new service**

Enter your service approval number, then click **→ Register**

Enter the PIN sent to the service email registered with NQAITS.

Step 3 – Director adds educators

Click **≗ Add Educator** and answer question: 'Does your educator already have a DoE account?'

'**No**'–Complete the form to create a new account for an educator and link to your service.

N.B. Educators will be able to log in up to 90 minutes after setting their password.

'**Yes**'–Complete the form to add an educator with an existing Department of Education account to your service.

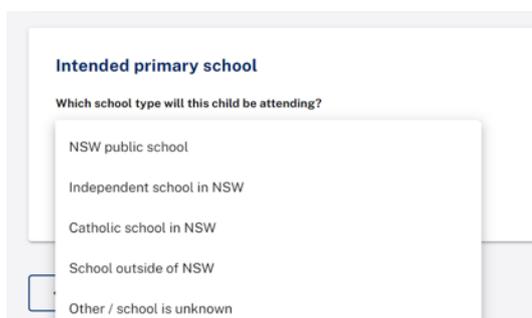# Step 4 – Create Transition to School Digital Statement

Click [⊕ **New Statement**] and fill in the form to create a new TTSDS for a child.

> **N.B.**
> - Before starting Transition to School Digital Statements, you will need to gain written consent from the parents and carers of children in your service. You can access and download the <u>consent form</u> here. Once uploaded, the consent cannot be changed.
> - Statements can be edited by clicking on it while its status is '**In Progress**'.

Step 5 – Confirm and send a Transition to School Digital Statement

Review your answers then enter the '**Intended primary school**' in the form.

N.B. Clicking the '**Save & Exit**' or '**Save & Send**' marks the statement status COMPLETE and the statement is locked for editing.

'**Save & Send**' is only available for statements that will be sent to NSW public schools.

To create a PDF version of the statement to share with families and non-government schools, select the statement and click '**Actions**', then '**Download**', or open the statement and click '**Download**'. Up to 10 statements can be downloaded at a time.