Managing transition statements: Quick reference for kindergartens

Process for kindergartens to access the KTS app in the QCAA Portal

Step 1

Access administrators

1 **2**

Support @ clientservices
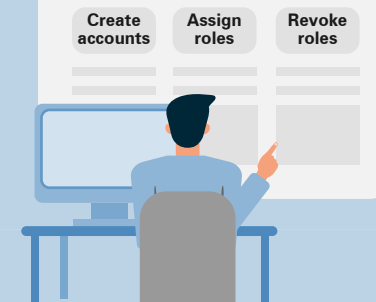
Identify access administrators.

Step 2

Access administrator request form

Nominate access administrators (if required) by completing the online request form.
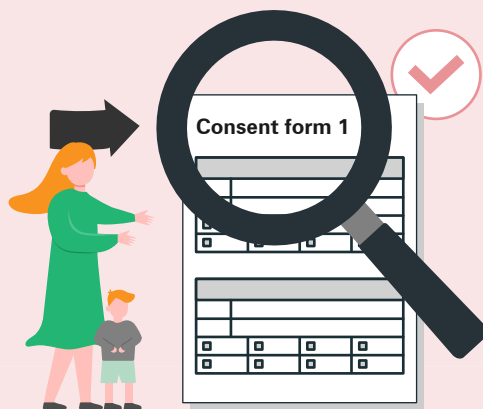
Step 3

Staff accounts

Create accounts | Assign roles | Revoke roles

Review staff accounts.

Creating transition statements
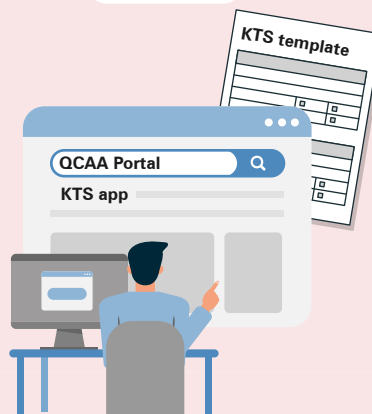
Step 1

Consent form 1

Obtain parent/carer consent to use the KTS app.
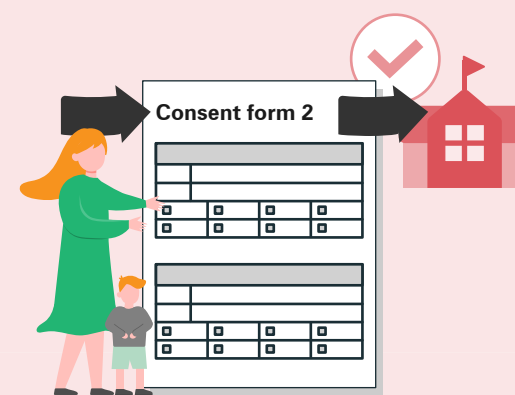
Step 2

KTS template

QCAA Portal

KTS app

With consent, use the KTS app to create and submit transition statements.
With no consent, use the KTS template.

Step 3

Consent form 2

Seek parent/carer consent to share the transition statement with the school.