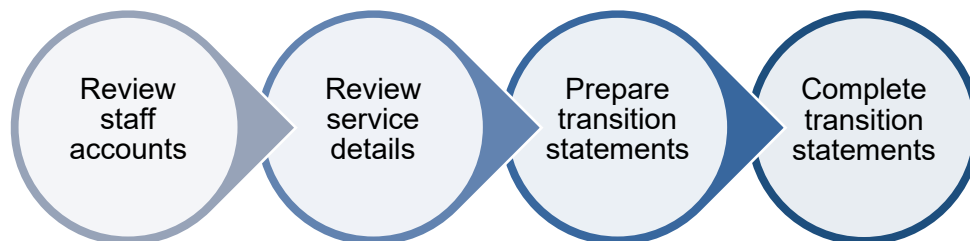


Kindergarten transition statements

Kindergartens: Process to complete statements via the QCAA Portal

Kindergarten services use the Kindergarten Transition Statement (KTS) application (app), or the QCAA Word template, to complete transition statements. The process below outlines a suggested approach to prepare for and complete transition statements using the KTS app via the QCAA Portal.



Review staff accounts	
1. Identify the Access Management Administrators.	<ul style="list-style-type: none"> • Access Management Administrator 1:
	<ul style="list-style-type: none"> • Access Management Administrator 2:
	<ul style="list-style-type: none"> • Complete the Kindergarten Access Management Administrator request form to nominate or change access administrators.
2. Access Management Administrators revoke access for staff no longer at the service (if required). See Kindergarten Access Management Administrator: Help guide (p. 15) in the QCAA Portal.	<ul style="list-style-type: none"> • Identify staff who no longer require access to the KTS app at your service and revoke their roles.
3. Access Management Administrators create staff accounts (if required). See Kindergarten Access Management Administrator: Help guide (p. 6 & p. 10) in the QCAA Portal.	<ul style="list-style-type: none"> • Create QCAA Portal accounts for new staff to the service: <ul style="list-style-type: none"> – link staff with existing accounts to your service using Find people – create new accounts using Create account.
Review service details	
4. Check the correct service email appears on the transition statement. See Kindergarten FAQs for further details.	<ul style="list-style-type: none"> • Correct email address requires no action. • Update incorrect email addresses in the NQAITS database.
Prepare transition statements (Transition statement preparation)	
5. Preparation to successfully complete transition statements at the end of the year.	<ul style="list-style-type: none"> • Access Management Administrator uploads logo. • Discuss transition statements and the KTS app with parents and carers. • Seek parent carer written consent to create transition statements in the QCAA Portal using Transition statement consent form 1. • Set date to start writing transition statements.

Complete transition statements

6. Complete transition statements.

See help guides in the QCAA Portal:

- [Create kindergarten transition statements](#)
- [Submit kindergarten transition statements](#)
- [Delete kindergarten transition statements](#).

• Draft and edit transition statements.

Note: ensure the child's name and DOB are correct as they appear on their birth certificate. Schools will not be able to search for transition statements if this information is entered incorrectly.

- Consult with parents and carers on the draft transition statement.
- Seek parent/carer written consent to share transition statements with schools using [Transition statement consent form 2](#).
- Submit transition statements.
- Suggestions to support schools search for statements include:
 - selecting a child's identified school in the KTS app if it is known
 - notifying schools when transition statements have been submitted in the QCAA Portal
 - sharing the kindergarten service name as it appears on the transition statements.

Note: Log in to the QCAA Portal using the [supported browsers](#) to ensure all KTS app functionality operates effectively.

Supporting resources

[Kindergarten Transition Statement application: Kindergarten FAQs](#)

[Supporting children's transition to school resources](#)