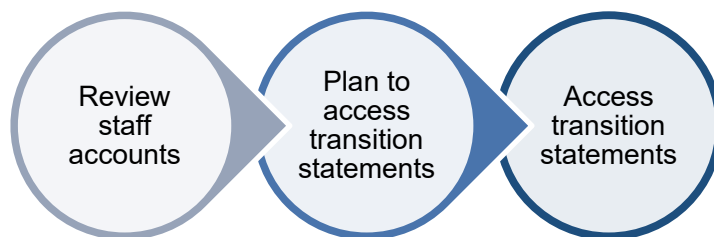


Kindergarten transition statements

Schools: Process to access statements via the QCAA Portal

To receive transition statements, schools will need to access the Kindergarten Transition Statement (KTS) application (app) via the QCAA Portal. The process below outlines a suggested approach to manage Portal access and retrieve transition statements.



Review staff accounts	
1. Identify the school Access Management Organisation Administrators.	<ul style="list-style-type: none"> • Organisation administrator 1: • Organisation administrator 2: • Complete the Access Management Organisation Administrator request form to nominate or change organisation administrators.
2. Organisation administrators manage QCAA Portal access for staff. See the Access Management help guides in the QCAA Portal: <ul style="list-style-type: none"> • Action registration requests • Create a QCAA Portal account for someone who has not self-registered • Assign and revoke roles. 	<ul style="list-style-type: none"> • Identify staff who will search for transition statements. • Approve or create QCAA Portal accounts for identified staff and assign them the Kindergarten Viewer role. <p>Note: There are no limits on the number of staff the Kindergarten Viewer role can be assigned to. Organisation administrators will need to assign the Kindergarten Viewer role to each other.</p> • Revoke staff account access when no longer required.
Plan to access transition statements	
3. Consider ways to manage accessing transition statements.	<ul style="list-style-type: none"> • When staff will be allocated time to search. • Where transition statements will be saved. • How to collect and record required search information when required.
Access transition statements	
4. Access transition statements for children enrolled at your school from November.	<ul style="list-style-type: none"> • Communicate with kindergartens to find out when their transition statements are submitted and ready to access. • Log in to the QCAA Portal and bulk download transition statements submitted and assigned to your school. • Manually search for any child's submitted transition statement not included in the bulk download. <p>Note: Log in to the QCAA Portal using the supported browsers to ensure all KTS app functionality operates effectively.</p>
Supporting resources	
Kindergarten Transition Statement application: School FAQs	
Supporting children's transition to school resources	