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.

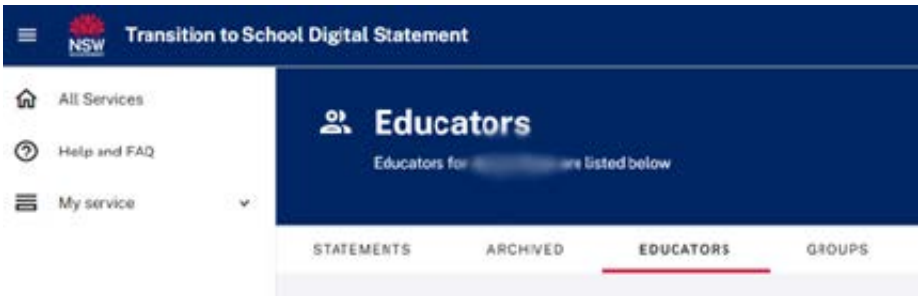
Step 2 – Director registers their service

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.

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Step 4 – Create Transition to School Digital Statement

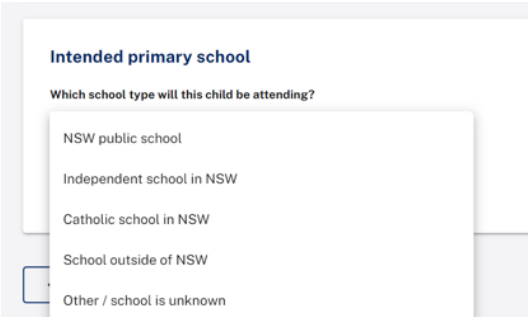
Click **⊕ New Statement** and fill in the form to create a new TTSDS for a child.

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 consent form 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.