

Transition to School Digital Statement Schools Dashboard - User Guide

Table of Contents

Transition to School Digital Statement Schools Dashboard - User Guide	1
Introduction	2
System requirements	3
Device and browser requirements	3
Section 1. Access permission and login	4
How to get permission to access	4
Section 2. Incoming Kindergarten cohort list	5
Understanding the information	5
Filtering the list of statements	6
Export table of statements in your filtered list as a CSV file.....	6
Downloading statements and attachments	6
Mark statements as unread	7
Section 3. The child statement page.....	7
Open a statement.	7
Understanding the information	8
Download the statement and any attachments	10
Navigate to the statement in your filtered list.	11
Section 4. Support	11
Further support	16

Introduction

The Transition to School Digital Statement is completed by a child's early childhood education and care service to provide a snapshot of a child's learning, development and background in the year before school. The statement is securely shared online with the child's prospective school to provide schools with the information needed to support students as they move into their new school environment.

The Transition to School Digital Statement Schools Dashboard allows schools to view Transition to School Statements for children whose parents/carers have indicated they will attend that school the following year.

Principals can access these statements via the Staff Portal by searching for 'Transition to School Digital Statement' in My Essentials, and delegate staff access through Manage Staff Access (MSA).

This guide has four sections:

Access permission and login. This section of the guide provides information on how to obtain permission to access Transition to School Digital Statement Schools Dashboard as well as how to log in.

Incoming Kindergarten Cohort list. This section of the guide provides information about the functions Incoming Kindergarten Cohort page of the Transition to School Digital Statement Schools Dashboard

The Transition to School Statement. This section of the guide provides information about the functions of the Transition to School Statement page of the Transition to School Digital Statement Schools Dashboard

FAQs and further support.

Why is the Transition to School Digital Statement important?

A positive transition to Kindergarten significantly improves a child's long-term academic, social and wellbeing outcomes.

The Transition to School Statement supports connections between a child's early childhood education and care service and their new school. It is one component of a range of activities which could include information and orientation sessions, school preparation, the Best Start Kindergarten assessment and family engagement.

The Transition to School Statement aligns the Early Years Learning Framework to the Early Stage 1 Syllabus, capturing a child's developmental progress, strengths and learning style to support continuity of learning. Visit the [Transition to School webpage](#) for further information.

System requirements

A stable internet connection is required for the efficient use of the Transition to School Digital Statement. The performance of the website will be impacted by the reliability and performance of your services internet connection and network.

Device and browser requirements

The Transition to School Digital Statement works on devices including laptops, Desktops and mobile devices. It is recommended to use Chrome or Edge for the best experience.

Section 1. Access permission and login

How to get permission to access

Access to the Transition to School Digital Statement Schools Dashboard is open to all school principals. Principals can also delegate access to staff via MSA. Simply select "Transition to School Digital Statement" from the applications list on MSA and then tick the users requiring access.

TIP MSA help guides are available within MSA by clicking on 'View Help'

How to login

Users with permission to access can select School – Transition to School Digital Statement from My Essentials or My Applications areas of the Staff Portal. Direct access to the application is via <https://school.transitions.education.nsw.gov.au/>.

Logout

For security and in adherence to the department's standards, if you have been logged in but inactive for 50 minutes you will receive a pop-up window prompting you to logout or extend the session.

If on a BYOD device, please ensure that you log out of Transition to School Digital Statement Schools Dashboard by clicking on your initials in the top right corner then "Log out"

If on a school device, please ensure that you lock or log out of the device when it is no longer required.

The school picker

The school picker appears at the top right corner of Transition to School Digital Statement Schools Dashboard. If you have access to the application at more than one school, the school picker will list each school that a principal has delegated you access to.

Click on the picker to see the list of schools for which you have access.

Click on the school for which you wish to access the Transition to School Digital Statements.

If you log out and log back in, the last school that you viewed will automatically be selected.

Section 2. Incoming Kindergarten cohort list

INCOMING COHORT PAST COHORTS

Kindergarten 2024

Filter by: Age Support needs ECEC service Status

Mark as Unread Export Download

Received	Child	Date of birth	School start age	Support needs	ECEC service	Status
<input type="checkbox"/>	[REDACTED]	1 Feb 2019	5 years and 0 months	No	Albert Road Preschool	READ
<input type="checkbox"/>	[REDACTED]	5 Feb 2020	3 years and 11 months	Yes	Albert Road Preschool	READ
<input type="checkbox"/>	[REDACTED]	1 Feb 2019	5 years and 0 months	No	Lamp Family Day care	READ
<input type="checkbox"/>	[REDACTED]	5 Aug 2018	5 years and 5 months	No	Lamp Family Day care	READ
<input type="checkbox"/>	[REDACTED]	7 May 2018	5 years and 8 months	Yes	LAMP Family Day Care	WITHDRAWN
<input type="checkbox"/>	[REDACTED]	1 Feb 2019	5 years and 0 months	Yes	Sunnyside Early Learning Centre	WITHDRAWN
<input type="checkbox"/>	[REDACTED]	1 Feb 2019	5 years and 0 months	Yes	Apple Tree Preschool	READ
<input type="checkbox"/>	[REDACTED]	10 Oct 2015	8 years and 3 months	No	Sunnyside Early Learning Centre	READ
<input type="checkbox"/>	[REDACTED]	1 Feb 2018	6 years and 0 months	Yes	Sunnyside Early Learning Centre	READ
<input type="checkbox"/>	[REDACTED]	1 Feb 2019	5 years and 0 months	No	Apple Tree Preschool	WITHDRAWN

Understanding the information

This page provides a list of the Transition to School Digital Statements completed by ECE services that have been allocated to your school.

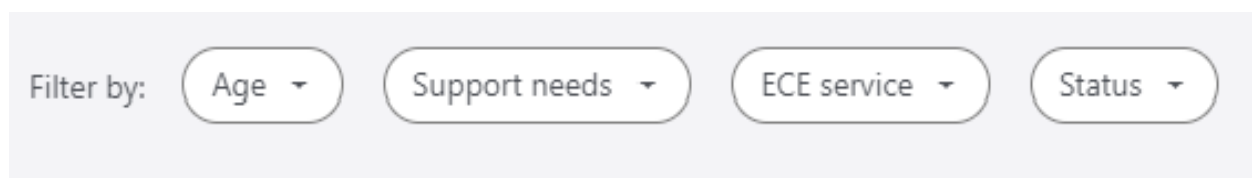
Each child's Transition to School Digital Statement is completed by their ECE educator or teacher based on the information they have collated about the child during their attendance at the ECE service. The Transition to School Digital Statement is an optional tool available to ECE services to communicate important Transition to School information about children transitioning to school the next year. Each question within the statement is optional and the ECE educator or teacher may choose to fully complete the statement or selectively complete the most pertinent questions.

If a child attends multiple ECE services, this child may receive a statement from each ECE service they attend.

Filtering the list of statements

There are 3 filtering options available on the Incoming Kindergarten Cohort page: Filter by, Search and Sort:

Filter by – Use these to filter the list of statements by one or more category: Age, Support needs, ECE service & Status



Search – Search the filtered list based on any relevant keyword, phrase, or string. It will match the input phrase with the data in any of the columns in the statement list. You can search for any data from any of the columns.

Sort – Click on the column heading to sort the filtered list by that heading.

Export table of statements in your filtered list as a CSV file

Once your list of statements has been filtered to your needs, tick the top left box to select all and click 'Export' to download the selected list in a CSV file. You can then use this data to assist as required in transition activities at the school.

TIP if the CSV file does not download in 60 seconds, please disable popup blockers on your browser.

Downloading statements and attachments

You can download a statement or multiple statements and any attachments by ticking the box next to the required statement/s and clicking "Download".



Each statement will download as a ZIP folder containing the statement as a PDF and any attachments that the ECE service included relating to the statement. They will appear in the 'Downloads' folder on your device based on your browser settings.

TIP If the statement ZIP folder does not download in 60 seconds, or, if only one of the statements you ticked downloads, please disable popup blockers on your browser

Mark statements as unread

Statements are marked as "Read" when they are opened.

You can mark a statement as unread by ticking the box next to the required statement(s) and clicking "Mark as Unread".



Section 3. The child statement page

Open a statement.

To open a statement, hover mouse pointer to highlight the required statement in the list and click. This will open the statement and show the below view.

NSW Transition to School Digital Statement

Public School

ECE service: _____

ECE service phone: _____

ECE service email: _____

Early childhood teacher or educator: _____

2 of 6

← Back to list

Download PDF

- Child's details
- Additional information and support needs
- Child's Voice: feelings about school
- Child's development
- General comments

Understanding the information

This page displays all the information entered into the child's Transition to School Statement by the ECE service. Each section can be expanded and collapsed by clicking on the section heading.

The Transition to School Statement is separated into six sections:

Section	Information displayed	Completed by
Statement header	Child's name and the details of the ECE service they attended	Early childhood education teacher or educator
Child's details	General information about the child, including photo/s of the child and enrolment details	Early childhood education teacher or educator
Additional information and support needs	Information about the child's Aboriginal and/or Torres Strait Islander background Information about any additional learning	Early childhood education teacher or educator

Section	Information displayed	Completed by
	<p>and/or support needs.</p> <p>If the child has additional learning and/or support needs, the early childhood education teacher or educator can use this section to provide more information about support being provided, including speech pathology, physiotherapy, occupational therapy and psychology and specialist forms related to this support.</p> <p>If the child has an NDIS plan, the early childhood education teacher or educator can use this section to provide more information about the type of disability they received support for and a copy of their NDIS plan if available.</p> <p>This information will assist to ensure appropriate support is in place.</p>	
<p>Child's voice: feelings about school</p>	<p>Descriptions about the child's feelings and expectations about school. This information will assist to create a learning environment where children feel safe and supported.</p> <p>This early childhood education teacher or educator completes this section with the child.</p>	<p>Early childhood education teacher or educator with input from the child</p>
<p>Child's development</p>	<p>Descriptions of the child's learning progress against the Early Years</p>	<p>Early childhood education teacher or educator</p>

Section	Information displayed	Completed by
	Learning Framework. The early childhood education teacher or educator uses this section to comment on the child's preferences, learning styles, and current abilities. This information will assist the child's school in providing continuity of learning in supporting each child.	
General comments	This section allows the early childhood education teacher or educator to provide any additional information they feel would be valuable to share with the child's school.	Early childhood education teacher or educator

Download the statement and any attachments

Click "Download" to download the child statement as PDF.



The statement will download in a ZIP folder containing the statement as a PDF and any attachments that the ECE service included relating to the statement. The ZIP folder will appear in the 'Downloads' folder on your device, based on your browser settings.

TIP If the ZIP folder does not download in 60 seconds, please disable popup blockers on your browser.

Navigate to the statement in your filtered list.

To open the next statement in your filtered list of statements, use the navigation arrows at the top right of the page:


 A dark blue rectangular button containing a left-pointing chevron, a right-pointing chevron, and the text "2 of 6".

Section 4. Support

More information about the Transition to School Digital Statement can be found at the [Transition to School Digital Statement Website](#).

Query	Response
<p>What is the change for schools receiving Transition to School Digital Statements?</p>	<p>If an early childhood education service completes statements using the Transition to School Digital Statement portal for children in the current cohort at a NSW public school, the school will be invited by email to access the Transition to School Digital Statement schools dashboard. Schools will be able to view Statements completed for children and sent to them via the schools dashboard.</p> <p>The information in the Transition to School Digital Statement can assist Kindergarten teachers to get to know the children entering their classrooms, plan appropriate learning and teaching programs and provide an opportunity for children, their families and teaching staff to support a child's successful transition to school.</p> <p>Teachers can use the Educators Guide to the Transition to School Statement NSW (PDF, 256KB) to interpret the information provided by early childhood education services.</p>
<p>Why can't I see the Schools – Transition to School</p>	<p>Please contact your school principal to provision your access via MSA.</p>

Query	Response
Digital Statement icon in My Applications?	School principals and relieving principals who are correctly assigned against the school principal position number in SAP will be autoprovisioned access to Transition to School Digital Statement Schools Dashboard at that location. EDConnect IT Contact Centre Ph 1300 323232 Option 5
Can I have access to Transition to School Digital Statement Schools Dashboard at more than one school?	Yes. Please contact the school principal at each school you need access for to authorise your access via MSA.
Do I have to use a specific browser for Transition to School Digital Statement Schools Dashboard?	Transition to School Digital Statement Schools Dashboard is compatible with modern browsers such as Chrome, Firefox, Safari etc.
How do I know if my school has received any new Transition to School Statements?	<p>If your school has received 1 or more statement in the previous 7 days, the school will be notified by an email to the school mailbox (eg schoolname-p.school@det.nsw.edu.au) 9am every Monday.</p> <p>If there are no new statements, the school does not receive an email notification.</p>
Why has my school not received any statements via the Transition to School Digital Statements schools dashboard?	Schools that have not received any statements via the schools dashboard do not have any linked early childhood education services using the Transition to School Digital Statement for the current Kindergarten cohort.
Why might I still receive different versions of the	As the Transition to School Digital Statement is recommended and not mandated for all ECE services, your school may continue to

Query	Response
Transition to School Statement?	receive the paper-based version of the Transition to School Statement .
I've received Transition to School Statements for students that are not enrolled at my school.	<p>Parents indicated the school their child would be attending in kindergarten, and this information is used to distribute digital statements to those NSW public schools.</p> <p>You do not need to forward the statement to a different school. Please retain the statement in the event the child's parent is yet to complete the school enrolment process.</p>
Why are there 2 or more statements listed for the same child?	A child may attend multiple ECE services. If each ECE service the child attends completes a Transition to School Statement for them, you will see separate statements on the list.
A statement is listed as 'Withdrawn' but the child is enrolled and has attended orientation sessions. How do I access their Transition to School Digital Statement?	A statement will appear with the status 'Withdrawn' if an ECE service has received advice from the parent/carer that the child will be attending another school. To have this statement available in your school's Transition to School Digital Statement School Dashboard, the ECE service will need to access the statement and send it to your school. You may wish to contact the ECE service for assistance or request the parent/carer supply you with a copy of the statement.
<p>I have selected "Download" but the ZIP folder with the statement and the attached documents has not downloaded. What do I do?</p> <p>I have ticked multiple statements and selected "Download" but only one of the ZIP folders has downloaded.</p>	<p>Pop-up blockers may restrict statement ZIPs from downloading. The following steps will allow pop-ups on DoE sites on the most common browsers. Once you have applied the settings, please close the browser and reload the Transition to School Digital Statement School Dashboard site.</p> <p>Google Chrome (desktop/PC):</p> <ul style="list-style-type: none"> • On your desktop device, open Chrome

Query	Response
	<ul style="list-style-type: none"> • At the top right, click More • Click Settings • Under "Privacy and security," click Site settings • Click Pop-ups and redirects • Next to "Allowed to send pop-ups and use redirects" click Add • In "Site" type in education.nsw.gov.au • Click Add <p>Microsoft Edge (desktop/PC):</p> <ul style="list-style-type: none"> • On your desktop device, open Microsoft Edge • At the top right, click More ... • Click Settings • Click Site permissions • Select Pop-ups and redirects • Next to Allow, Click Add • In "Site" type in education.nsw.gov.au • Click Add <p>Google Chrome (iPad/iPhone):</p> <ul style="list-style-type: none"> • On your iPhone or iPad, open the Chrome app

Query	Response
	<ul style="list-style-type: none"> • Tap More Settings • Tap Content Settings Block Pop-ups • Turn Block Pop-ups off <p>Safari (iPad/iPhone):</p> <ul style="list-style-type: none"> • On your iPhone or iPad, open the Settings app • In the pane on the left, tap "Safari" • In the General section, turn off "Block Pop-ups" by swiping the switch to the left <p>Edge (iPad/iPhone):</p> <ul style="list-style-type: none"> • On your iPhone or iPad, open the Edge app • Tap Menu > Settings • Tap Privacy and security • In the Security section, turn off Block pop-ups by swiping the switch to the left and tap Done <p>Google Chrome (Android):</p> <ul style="list-style-type: none"> • On your Android phone or tablet, open the Chrome app • To the right of the address bar, tap More Settings.

Query	Response
	<ul style="list-style-type: none"> • Tap Permissions Pop-ups and redirects • Turn off Pop-ups and redirects
<p>Where can I provide feedback on the process?</p>	<p>We would love your feedback on the way in which schools are receiving Transition to School Statements so we can improve the process for NSW primary schools once this digital version is made available to all NSW early childhood education services.</p> <p>Please email ecec.transitions@det.nsw.edu.au with your feedback.</p>

Further support

For further support with Transition to School Digital Statement Schools Dashboard, please contact:
EDConnect IT Contact Centre Ph 1300 323232

