

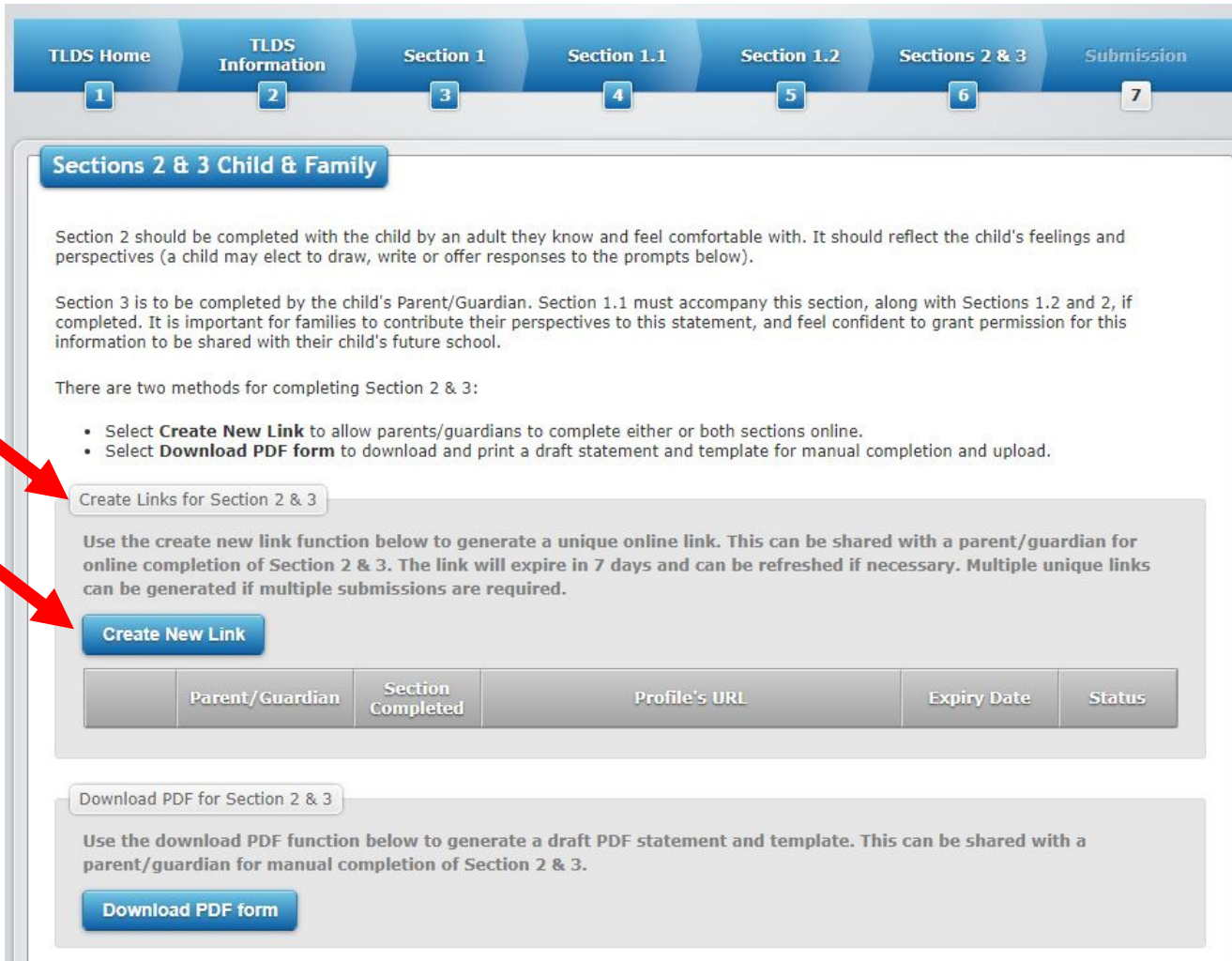
# Kindergarten IT Program



## Tip – New Section 2 and 3 (For teachers)

In 2019, the Online TLDS platform has a new function in Section 2 and 3 which allows you to email a link to the parents, so they can complete Section 2 and 3 of the statement online too.

1. You will find this “Create Links for Section 2 & 3” area AFTER you complete Section 1. Click **Create New Link**.



**Sections 2 & 3 Child & Family**

Section 2 should be completed with the child by an adult they know and feel comfortable with. It should reflect the child's feelings and perspectives (a child may elect to draw, write or offer responses to the prompts below).

Section 3 is to be completed by the child's Parent/Guardian. Section 1.1 must accompany this section, along with Sections 1.2 and 2, if completed. It is important for families to contribute their perspectives to this statement, and feel confident to grant permission for this information to be shared with their child's future school.

There are two methods for completing Section 2 & 3:

- Select **Create New Link** to allow parents/guardians to complete either or both sections online.
- Select **Download PDF form** to download and print a draft statement and template for manual completion and upload.

Create Links for Section 2 & 3

Use the create new link function below to generate a unique online link. This can be shared with a parent/guardian for online completion of Section 2 & 3. The link will expire in 7 days and can be refreshed if necessary. Multiple unique links can be generated if multiple submissions are required.

**Create New Link**

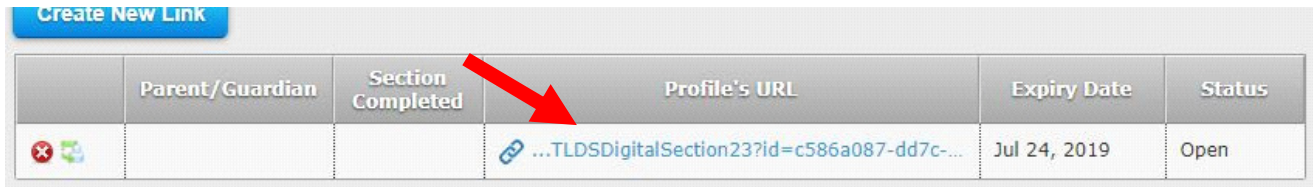
Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status

Download PDF for Section 2 & 3

Use the download PDF function below to generate a draft PDF statement and template. This can be shared with a parent/guardian for manual completion of Section 2 & 3.

**Download PDF form**

2. A hyperlink will be created which looks like the image below.

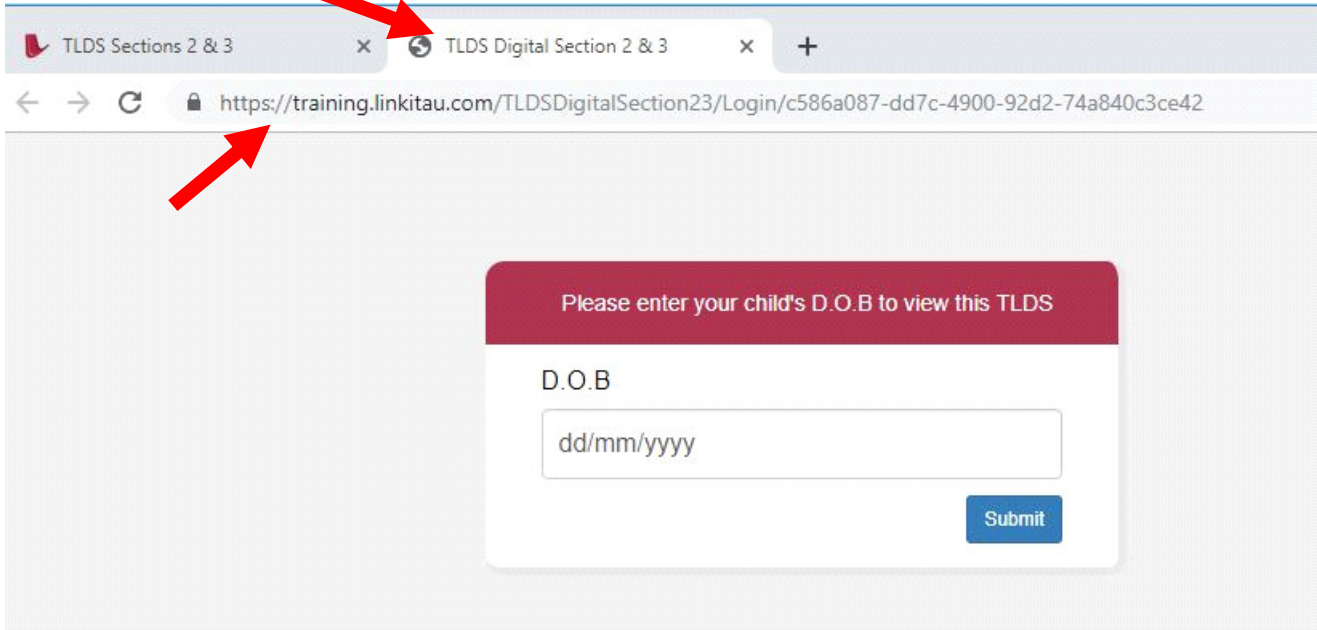


**Create New Link**


Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
		<a href="#">...TLDSDigitalSection23?id=c586a087-dd7c-...</a>	Jul 24, 2019	Open

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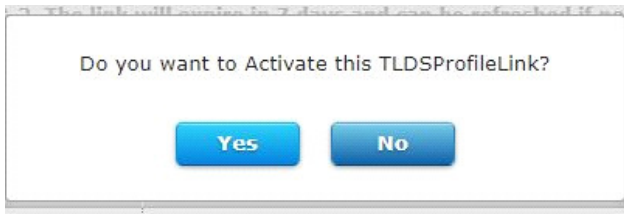
- Click the link in Step 2 and a new tab should open up in your web browser. **Copy and paste** the link/URL in an email and send it to the parents.



- If the parents do not complete Section 2 and 3 before the expiry date or they have entered their child's DOB incorrectly 3 times, the status of the link in Step 2 will be **deactivated** like the images below. You can click the **Activate** icon to re-activate the link.

Create New Link					
	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
<div style="border: 1px solid gray; padding: 2px;"> <span style="background-color: yellow; border: 1px solid gray; padding: 1px;">Activate</span>   </div>			<a href="#">...TLDSDigitalSection23?id=c586a087-dd7c-...</a>	Jul 24, 2019	Deactivated

- Click **Yes** to re-activate the link in Step 2.



- Once the parents complete the statement. The status will be changed to **Completed** like the images below.

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
	[Redacted]	2, 3	<a href="#">...TLDSDigitalSection23?id=c586a087-dd7c-...</a>	Jul 24, 2019	Completed