**ONLINE TLDS: QUICK GUIDE TO INFORMATION SHARING**

The chart below is intended as a quick reference. Further information and support resources are available on the [Transition Learning and Development Statement](http://www.education.vic.gov.au/childhood/professionals/learning/Pages/transitionstat.aspx) webpage and within the [Transition: A Positive Start to School Resource Kit](http://www.education.vic.gov.au/Documents/childhood/professionals/learning/Transition%20to%20School%20Resource%20Kit%202017%20FINAL.pdf)

**STEP TWO**

**Before you commence writing TLDS**

Follow up with families expressing concern about using the Online TLDS on the IAP to discuss the benefits and the online security/privacy measures in place.

**Family still has concerns about Online TLDS**

If after explaining the benefits of the Online TLDS, families still do not wish to use it, email the Department at psts@edumail.vic.gov.au for further advice.

**No concern about the Online TLDS**

**STEP THREE**

**Introduce families to Transition: A Positive Start to School** (Early in the year)

* Go to the Department website at: [Transition resources for families](http://www.education.vic.gov.au/childhood/professionals/learning/Pages/family.aspx)
* Download the [Introduction to Transition Information Sheet](http://www.education.vic.gov.au/Documents/childhood/professionals/learning/2018%20English%20Information%20Sheet%20Introduction%20to%20Transition%20to%20School.docx) and accompanying [Family Letter 1](http://www.education.vic.gov.au/Documents/childhood/professionals/learning/2018%20English%20Letter%201%20Introduction%20to%20Transition%20to%20School.doc) (Translated versions are available at: [Translated resources](http://www.education.vic.gov.au/childhood/professionals/learning/Pages/family.aspx#link29))
* If any families are concerned about using the Insight Assessment Platform (IAP), make a record or note their name down for follow up prior to writing an Online TLDS for their child later in the year.

**Write TLDS**

* Commence writing Section 1, 1.1 and 1.2 (if applicable) of the Online TLDS. Log on at: [Online TLDS](https://tlds.linkitau.com/Account/LogOn?ReturnUrl=/)
* Provide families with [Guidelines to help families complete the TLDS](http://www.education.vic.gov.au/Documents/childhood/professionals/learning/Guidelines%20to%20help%20families%20complete%20the%20Transition%20Statement.docx) and the accompanying [Family Letter 2](http://www.education.vic.gov.au/Documents/childhood/professionals/learning/Transition%20to%20school%20-%20letter%20to%20families%20Transition%20Statement.doc) (Translated versions are available at: [Translated resources](http://www.education.vic.gov.au/childhood/professionals/learning/Pages/family.aspx#link29))
* When Section 1 is complete, provide families with a printed or electronic copy of their child’s TLDS and invite them to contribute to Section 2: The Child and Section 3: The Family

**STEP ONE**

**Family still chooses to opt out of sharing the TLDS**

Educator completes Section 4 declaring that:

* the child’s parent/guardian has received the completed TLDS
* the parent/guardian has chosen to opt out of sharing the statement

Educator must not provide a copy to the school/OSHC. Instead provides the family with a second copy of the statement in case they choose to provide the statement to the school/OSHC in the

future. In circumstances where information provided in the development of the TLDS concerns the wellbeing or safety of a child, it may be suitable for relevant information to be shared under new Information Sharing Schemes. See: https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy

**STEP FOUR: SHARING THE TLDS WITH THE SCHOOL & OSHC**

Share the TLDS with the school using IAP and if applicable forward a copy to the OSHC service

Parent/Guardian decides to share statement – reverses decision to opt out

Educator explains the benefits of sharing the TLDS and discusses any other concerns the family has about their child’s TLDS

Educator completes TLDS Section 4 declaration that:

* the child’s parent/guardian is aware that the TLDS will be shared with their child’s school and OSHC service
* the child’s parent/guardian has received the completed TLDS

Service provides complete copy of TLDS to parents/guardian

**Parent/Guardian notify service that they wish to opt out of sharing the TLDS**

**Parent/Guardian does not notify service that they wish to opt out of sharing the TLDS**