

Kindergarten IT Program



Tip – How do I reopen/recall a statement?

Please note: You can reopen a statement for editing if it has not yet been submitted to the child's future school.

To re-open a statement:

1. Under 'Select' Column, press the **Reopen** button which looks like the image below.

TLDS Home + ADD NEW TLDS SERVICE DETAILS REVIEW LINKS DOWNLOAD PDF SUMMARY

Show 25 entries | Enrolment year 2021 | Group All Search:

Select	Last Name	First Name	EC Educator	Status	Last Modified
<input type="checkbox"/>				Completed but not submitted	Jul 7, 2020 11:4 AM

2. Click **Yes**.

Do you want to reopen the statement for editing?

Yes No

3. Click the **Edit** button to edit the statement again.

Edit

(i) Showing 1

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If you have submitted a statement to a school, but realise you need to make further edits, or have sent it to the wrong school, you can recall the statement.

To recall a statement:

1. Under 'Select' Column, press the **Recall** button which looks like the image below.

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Show 25 entries | Enrolment year 2020 | Group All

Select	Last Name	First Name	EC Educator	Status	La
<input type="checkbox"/>				Recalled	12
<input type="checkbox"/>				Recalled	15
<input type="checkbox"/>				Recalled	12
<input type="checkbox"/>				Recalled	12
<input type="checkbox"/>				Completed and submitted	12
<input type="checkbox"/>				Completed and submitted	12
<input type="checkbox"/>				Draft	15 AM

Showing 1 to 7 of 7 entries

2. Enter the reason you are recalling the statement in the box and click **Recall**.

Please note: The school will be able to see the recall reason entered.

Recall Statement

By clicking recall you will get this TLDS back from the School and will be able to edit so the Statement can be amended and resubmitted.

Submitted: [redacted]

Student: [redacted]

Enter reason:

Recall **Cancel**