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.

2. Click **Yes**.

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

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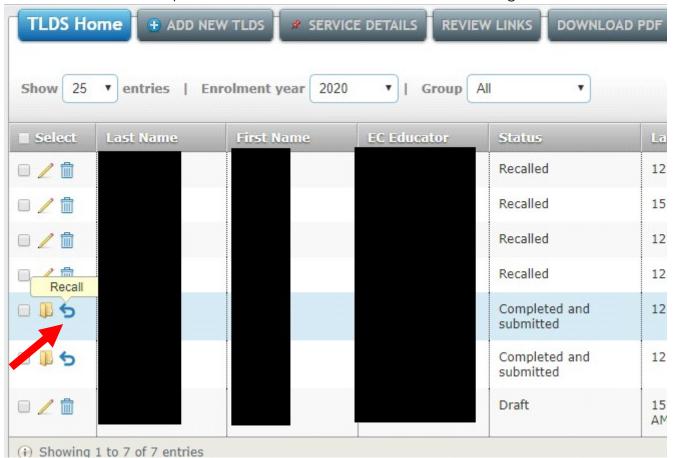
If you have submitted a statement to a school, but realise you need to make further edits, or have sent it to the wrong school, you can recall the statement.

To recall a statement:
1. Under 'Select' Column, press the **Recall** button which looks like the image below.

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.