

# 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 SUMMAR

Show 25 entries | Enrolment year 2022 | Group All Search:

<input type="checkbox"/> Select	Last Name	First Name	EC Educator	Status	Last Modified
<input type="checkbox"/>				Completed but not submitted	Jun 28, 2021 2:21 PM

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

Showing 1

# Kindergarten IT Program



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

(i) 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**