

Kindergarten IT Program



Tip – Section 2 and 3 (For teachers)

The Online TLDS platform has a function in Section 2 and 3 which allows you to create a link for the parents to 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**.

Reporting > TLDS Manager

TLDS Home | TLDS Information | Section 1 | Section 1.1 | Section 1.2 | **Sections 2 & 3** | Submission

Sections 2 & 3 Child & Family

Section 2

Section 2 is intended to capture the child's feelings and perspectives as they approach the transition to school. It should be completed with the child by an adult they know and feel comfortable with. Educators should discuss this section with the child's family to determine who will assist the child to complete this section. The child may elect to draw, write or offer responses to the prompts below.

Section 3

Section 3 is intended to capture the child's family's perspective of their child's learning and development. It is to be completed by the child's family. There are two methods for completing Section 2 & 3:

1. Select **Create New Link** to allow the child's family to complete either or both sections online; or
2. Select **Download PDF form** to download and print a draft TLDS and template for manual completion and upload.

If the family chooses to complete the TLDS via a PDF form, the early childhood service will need to upload these documents to the TLDS prior to submission.

Create Links for Section 2 & 3

Click on **Create New Link** below to generate a unique online link to the child's TLDS. Multiple unique links can be generated if multiple submissions are required. This link can be copied and emailed to the child's family for completion of section 2 and 3 online. The link will expire in 14 days and can be refreshed by the early childhood service if necessary by selecting the refresh icon in this section. Please note: the link will provide view only access to all information that has been input into the current TLDS.

Create New Link

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

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

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
			...TLSDSDigitalSection23?id=649f83...	Jul 15, 2025	Open

3. You can click on the **LINK** icon in front of the hyperlink to copy the link to clipboard. Or 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 child's parents.

Note 1: Each link is specific to the child whose TLDS you are writing, and parents will need to enter their child's date of birth in order to view their child's TLDS and complete sections 2 and 3.

Note 2: Multiple links can be created for the one child, if it needs to go to multiple parents, noting that this will mean duplication of some sections (i.e. there will be two copies of section 3 if Mum and Dad complete one each).



	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
			...TLSDigitalSection23?id=649f83...	Jul 15, 2025	Open

Welcome to the Online Transition Learning and Development Statement (TLDS).

Please enter your child's date of birth to access their TLDS.

dd/mm/yyyy

Jul 2025

Submit

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4. 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 **expired or deactivated** like the images below. You can click the **Activate** icon to re-activate the link.

	Parent/Guardian	Section Completed	Profile's URL	Expiry Date	Status
			...TLSDigitalSection23?id=649f83...	Jul 15, 2025	Deactivated

The icons under this section are:

- Activate: activate Section 2 and 3 hyperlink
- Deactivate: deactivate Section 2 and 3 hyperlink
- Refresh: extend the "Expiry Date" for another 14 days
- View: view Section 2 and 3
- Delete: delete the Section 2 and 3 hyperlink and all the content

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

Do you want to Activate this TLDSPProfileLink?

No

Yes

6. 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
  		2, 3	...TLDSDigitalSection23?id=649f83...	Jul 15, 2025	Completed