

Transition statement consent form 1

Consent to create a transition statement in the QCAA online application

Background

Kindergarten teachers create a transition statement for each child enrolled in a kindergarten program at the end of the year. The transition statement:

- provides a summary of your child's learning and development at the end of the kindergarten year
- contains valuable information, such as your child's strengths and interests, and includes suggestions for support to ensure they have a positive start when transitioning to school
- belongs to you, and you will receive a copy when it is completed.

Consent form 1 (this form)

This is the first of two forms you will receive that provide you with an opportunity to participate in the transition statement process to support your child's transition to school. In this form you provide your consent for your child's kindergarten to create a transition statement for your child in an online application provided by the Queensland Curriculum and Assessment Authority (QCAA).

Consent form 2

The second form will be provided to you toward the end of the year when the kindergarten is finalising the transition statement. Your contribution to its completion is welcomed. After you have been provided with a copy of the completed transition statement to review, you may consent to the statement being shared electronically with your child's new school. If you wish, a paper copy can be provided to the school instead of it being shared electronically. For more information, visit www.qcaa.qld.edu.au/childcare/qkkg/supporting-transition-school/transition-statements.

Your privacy

The transition statement will contain you and your child's personal information. If it is created in the QCAA online application, it will mean that personal information is disclosed to the QCAA by the kindergarten.

The QCAA manages personal information according to the *Information Privacy Act 2009*. Kindergartens and schools also manage personal information in accordance with applicable privacy law. In conjunction with the online application for transition statements, the QCAA will:

- store information electronically
- provide your child's new school with access to the transition statement, but only where you have provided your consent in the second form supplied later in the year.

Further information about the types of information that QCAA collects, and how it uses it, is set out in the QCAA privacy policy at www.qcaa.qld.edu.au/about/corporate-policies/privacy.

Initials of parent/carer

Your consent

The QCAA is asking you to provide your consent for your child's kindergarten to create a transition statement in the QCAA's online application. The information about you and your child is secured, and access is restricted only to those people involved in providing your child with education and care services.

If you do not provide consent, your child's kindergarten will not be able to use the online application to create a transition statement and share it with the school. The kindergarten teacher will still prepare a transition statement for your child, and provide a copy to you at the end of the kindergarten year.

Do you consent to your child's transition statement being created in the QCAA online application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Your name	[Enter your full name here]
Your child's name	[Enter child's full name here]
Your relationship to the child	[Enter relationship here]
Your phone	[Enter phone number here]
Your email address	[Enter email here]
Child's date of birth	[dd/mm/yy]

Note: Only one parent/carer's signature is required.

Signature of parent/carer:* [Enter full name here] **Date:** [dd/mm/yy]

I have signed both pages of this form.

Electronic signature: By completing the fields above and inserting the signatory's name, the signatory agrees that this becomes a signed document pursuant to section 14 of the *Electronic Transactions (Queensland) Act 2001*.

Please return this form to your child's kindergarten.

Kindergarten use only Date received Retain a copy of both pages of this form for your records.	[dd/mm/yy]
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The information you provide on this form allows you to give or withhold consent for your child's transition statement to be created by their kindergarten teacher in an online application operated by the QCAA. Information will be accessed by authorised QCAA staff, and handled in accordance with the *Information Privacy Act 2009*. Information held by the QCAA is subject to the *Right to Information Act 2009*.