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| Transition statement consent form 1To create a transition statement in the QCAA’s secure 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:

* helps ensure your child has a positive start to school
* summarises 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 suggestions for support to transition to school
* is given to you when it is completed.

The QCAA encourages kindergarten teachers to work with you and your child to complete the transition statement.

### 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 are asked to consent to your child’s kindergarten creating a transition statement for your child in a secure online application provided by the Queensland Curriculum and Assessment Authority (QCAA). If you do not give consent for the transition statement to be created in the online application, your child will receive a transition statement created in the alternative QCAA Microsoft Word template.

### Consent form 2

The second form will be provided to you near the end of the year, when your child’s kindergarten is finalising the transition statement. After you have been provided with a copy of the completed transition statement to review, *Transition statement consent form 2* will ask you to consent to the statement being shared with your child's new school within QCAA’s secure application.

If the alternative QCAA Microsoft Word template has been used to create your child’s transition statement, you or the kindergarten can post or hand deliver a hard copy to the school. For more information, visit [www.qcaa.qld.edu.au/kindergarten/qklg/supporting-transition-school/transition-statements](http://www.qcaa.qld.edu.au/kindergarten/qklg/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’s secure online application, it will mean that the 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. Your child’s kindergarten will share the transition statement with your child’s new school via the secure online application, if you consent to this in *Transition statement consent form 2*.

For further information about the types of information that QCAA collects, and how it is used, see the QCAA privacy policy at [www.qcaa.qld.edu.au/about/corporate-policies/privacy](https://www.qcaa.qld.edu.au/about/corporate-policies/privacy).

**Initials of parent/carer:** [Enter initials here]

## Your consent

The QCAA is asking you to consent to your child’s kindergarten creating a transition statement in the QCAA’s online application. The information about you and your child is secured, and access is restricted to authorised teachers and staff.

If you do not give 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.

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| Do you consent to your child’s transition statement being created in the QCAA online application?  | [ ]  Yes | [ ]  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] |
| **Child’s date of birth** | [dd/mm/yy] |
| **Preferred pronoun to be used in your child's transition statement** | [ ]  he/him[ ]  she/her[ ]  they/their |

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

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

[ ]  I have initialled/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.**

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| **Kindergarten use only**Date receivedRetain a copy of both pages of this form for your records. | [dd/mm/yy] |