



Transferring Children in GOLD®

General Information:

- Functionality was added to the new license to prevent duplicate child portfolios.
- If you receive a message that a child portfolio already exists, do not create a new account for this child.
- Use the Child ID# provided in this message to search for the child within your program or submit a transfer request for the child to be added to your program.

Duplicate Child							
This child matches the child profile associated with ChildID 17118339 in GOLD [®] . To make changes to this child profile before adding the child, select Make Changes.							
Make Changes							

Types of Transfers:

Transfer Type	Responsible Party	Steps
Within a site	Site Administrator	Standard site administrators can <u>transfer child records</u> to another class in MyTeachingStrategies [®] .
Within a network	<u>Network</u> administrator	 If you receive a child in your program and receive the "Duplicate Child" prompt when adding, you will need to reach out to request a transfer. Contact your network's GOLD administrator and provide the Child ID# given in the duplicate child message. The Network administrator will search for the child within their network, and transfer the child to the correct classroom.
Outside of network	LDOE	 If you need to transfer a child from another network, Contact your <u>network's GOLD administrator</u> and provide the Child ID# given in the duplicate child message. The Network administrator will submit a transfer request to the LDOE. The individual making the transfer request must be recognized as a Network or OSEP administrator and be authorized by the superintendent of the school system to request a transfer of student data.





How to Transfer Children (Site Administrator or Network Administrator)

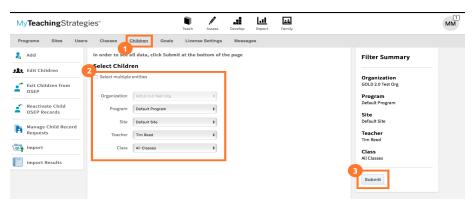
Administrators have the ability to transfer children between classes in GOLD.

To transfer a child record in *MyTeachingStrategies*[®]:

• Select Administration from the Profile Icon drop-down menu (1).

MyTeachingStrategies"		evelop Report Family	TR
	Welcor	me, Tim!	Tim Reed Messages (0) Manage My Profile
	Administration		
View Documentation Status	View Assessment Status	View Snapshot	Register for Practice Environment Use Log in to Practice Environment LOG OUT

- Select Children from the top navigation menu (1).
- Filter child records by program, site, teacher, or class, or leave the filter dropdown menus as is to view all child records in your administrative access (2).
- Select Submit (3).



• Select a child record to transfer (1). Note: You can also transfer multiple child records at once. For more information, please review this article: How do I transfer multiple child records at once in *MyTeachingStrategies*[®]?





How to Transfer Children (Site Administrator or Network Administrator)

continued

My Teaching Strateg	gies"		Tead	ch Assess	Develop Report			
Programs Sites Users	Classes	Children	Goals	License Sett	ings Messages			
🔒 Add					e, last name, or child id organization uses to id			Filter Summary
Edit Children	First Nam	Last Nam	Child	I Identifier	Include inactive Sea	arch < p	age 1 of 605 >	Organization MyTeachingStrategies Demo Organization
Reactivate Child OSEP Records		Children Columns to Dis	play					Program All Programs Site
Import								All Sites
Import Results	First Name	Last Name	Class	Primary Teacher	Site	Program	Organization	Teacher All Teachers
	<u>Aa'sjayla</u>	Barnes	Infants, Toddlers, and Twos	MTSDemo 127	Arun Lata	Professional Development Demo Program	MyTeachingStrategies Demo Organization	All Teachers Class All Classes
	Aaron	Lopez	Preschool	Megan Colburn	Bright Start Site 1	Bright Start Academy	MyTeachingStrategies Demo Organization	
	Aaron	Sanchez	Star's Gang	Star Whittaker	24-7 Intouch Demo Site	24-7 Intouch	MyTeachingStrategies Demo Organization	Edit Filter
	Aarti	Sayanti	Star's Gang	Star Whittaker	24-7 Intouch Demo Site	24-7 Intouch	MyTeachingStrategies Demo Organization	

- Select Select Class (1).
- Select the class the child record is transferring to.
- If needed, select a program, site, and/or teacher (2).
- If you are transferring the child record to a class with different ages or classes/grades, update the Age or Class/Grade (3).
- Select Save to transfer the child record, which will immediately become accessible to the primary teacher, co-teachers, and/or assistant teachers of the new class.

