

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 transfer child records to another class in MyTeachingStrategies®.
Within a network	Network administrator	<p>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.</p> <ul style="list-style-type: none"> • 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	<p>If you need to transfer a child from another network,</p> <ul style="list-style-type: none"> • Contact your network’s GOLD administrator 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).

- 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*

MyTeachingStrategies™

Teach Assess Develop Report Family

OT 5

Programs Sites Users Classes Children Goals License Settings Messages

Add
Edit Children
Exit Children from OSEP
Reactivate Child OSEP Records
Import
Import Results

Use the fields below to search for children by first name, last name, or child identifier. A child identifier can be a Student ID, SourceChild ID, or any other field that your organization uses to identify individual children.

First Name Last Name Child Identifier Include inactive Search Page 1 of 605

Manage Children

Select Columns to Display

First Name	Last Name	Class	Primary Teacher	Site	Program	Organization
Aa'slayia	Barnes	Infants, Toddlers, and Twos	MTSDemo 127	Arun Lata	Professional Development Demo Program	MyTeachingStrategies Demo Organization
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
Aarti	Sayanti	Star's Gang	Star Whittaker	24-7 Intouch Demo Site	24-7 Intouch	MyTeachingStrategies Demo Organization

Filter Summary

Organization
MyTeachingStrategies Demo Organization

Program
All Programs

Site
All Sites

Teacher
All Teachers

Class
All Classes

Edit Filter

- 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.

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Add
Archive
Delete
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Import Results

< Back to all children

Edit: Aaron Lopez

Select Class -

Organization* MyTeachingStrategies Demo Organization

Program* Bright Start Academy

Site* Bright Start Site 1

Teacher* Megan Colburn

Class* Preschool

Class Details

Age or Class/Grade* Pre-K 4 class/grade

First Day in Program* 12/14/2017

Child Details