

## PSTC

### Pre-school transition conference

A pre-school transition conference date is entered for young students on their ETR and is EMIS-reportable.

#### **Steps** *To enter a PSTC date:*

1. Navigate to the current ETR. If the student does not have an open ETR, create a new one.
2. Click the **Add Preschool Transition Conference (PSTC) Date** button on the right of the cover page.
3. Enter the conference date.
4. Mark the document complete when the ETR is fully authored and meeting has been held.