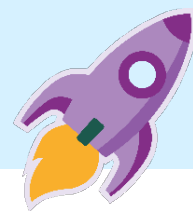


Submitting Preschool Plus Self-Selection documents - Step by step guide



Purpose

This guide explains how participating services submit their completed Preschool Plus Self-Selection documents to the Office for Early Childhood Development (OECD).

It covers:

- what you need to submit
- when to submit it
- where to submit your documents
- who can access your service's SharePoint folder
- how to access and upload your documents.

This guide only applies to services contracted to deliver 3- and 4-year-old Flying Start preschool programs participating in the Preschool Plus Self-selection pathway.

What you need to submit

For each Self-Selection intake, services must submit:

- Completed and endorsed Child Selection Matrix for all children considered for a Preschool Plus place
- Completed Preschool Plus Acceptance of Offer forms for children whose families have accepted a place.

The Acceptance of Offer form must be signed by the child's parent or guardian and confirms consent for the child's participation in Preschool Plus, which is delivered in the two years before full-time school.

The completed documents should be submitted through your service's secure SharePoint folder.

When to submit

Initial 2027 intake – January commencement

Services participating in the Self-Selection Pathway must submit details for children who have accepted a Preschool Plus place commencing in Term 1, 2027.

Completed documents must be uploaded by close of business **6 November 2026**.

Once your submission is complete, email OECD.PreschoolPlus@sa.gov.au to confirm that all required documents have been submitted.

Remember: Preschool Plus children must also be included in the relevant quarterly enrolment reporting process. The Preschool Plus Fee Relief Calculator must be included where relevant.

Mid-year intake

A separate submission process and deadline will apply for the mid-year Self-Selection intake. Details will be provided to participating services closer to the mid-year process



Government of
South Australia

Flying Start
for kids

Where to submit

Each Flying Start Partner Service has access to a secure SharePoint Library to review and submit data to the OECD for the required reporting period.

Upload your completed Self-Selection documents to the Preschool Plus Self-Selection folder in your service's secure SharePoint Library.

Who can access the folder

Up to three nominated people from each service can access the SharePoint Library.

Access is provided to nominated service contacts.

If you need to add or change a nominated contact, contact OECD.PreschoolPlus@sa.gov.au

Getting help

Partner Providers and Services requiring assistance throughout the data submission process, including any technical issues, can contact the OECD at OECD.PreschoolPlus@sa.gov.au

SharePoint Libraries for Partner Services

A SharePoint Library is a secure, central repository on a SharePoint site designed for storing, organising, and collaborating on files including shared documents.

To access SharePoint, Partner Services require:

- an individual email address (not a shared inbox)
- internet connection
- a web browser.

SharePoint User Account creation

The OECD has created user accounts for each Partner Service using the email address/es of the nominated data contact person/s and Service Director.

Services may nominate up to 3 people to access their SharePoint Library for the purpose of Flying Start data submissions.

For additions or changes to your nominated data contact persons, email OECD.PreschoolPlus@sa.gov.au

How to access your SharePoint Library

Existing Services that have previously accessed the SharePoint Library should continue to use the original web address previously provided. We recommend saving this link to your favourites for future access. If you have misplaced the web address, contact OECD.PreschoolPlus@sa.gov.au

New Partner Services will receive a system-generated email inviting them to collaborate on the OECD Flying Start Partner Services data collection site.



Submitting Preschool Plus Self-Selection documents - Step by step guide

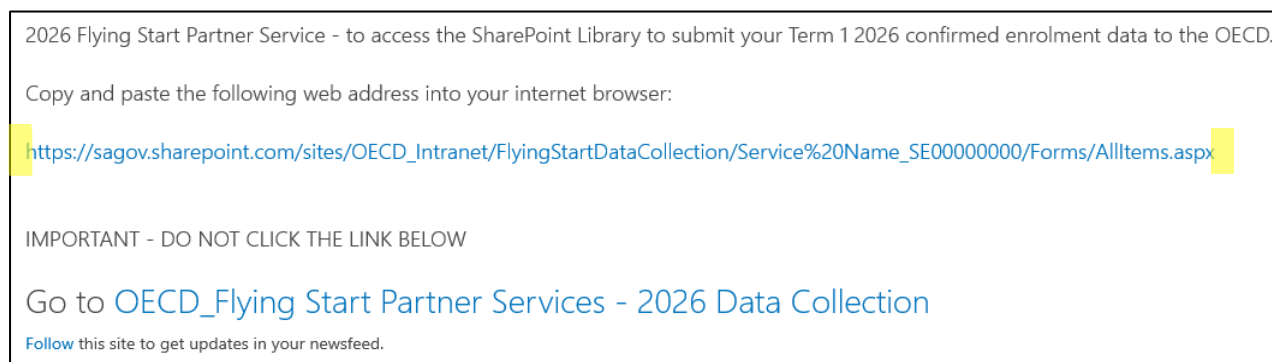
The email subject line will state:

"[Preschool Plus staff member] is inviting you to collaborate on OECD_Flying Start Partner Services - 2026 Self-selection Data Collection".

If you are using Microsoft 365

If the email address provided to the OECD is associated with a Microsoft 365 account and you are already signed into Microsoft, you will receive the following email notification containing a direct hyperlink to your SharePoint Library.

Existing services that have previously accessed the SharePoint Library, continue to use the previous hyperlink and/or web address.

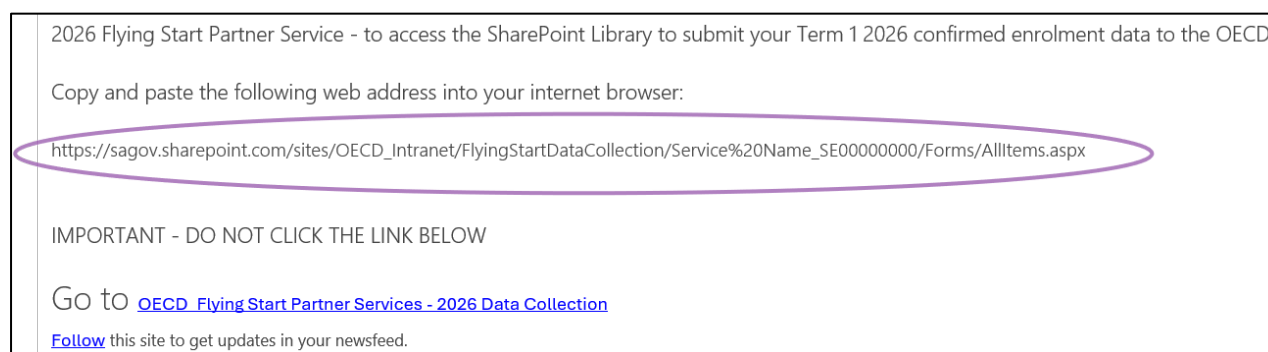


To access your SharePoint Library, click on the **first blue hyperlink**. This will open your SharePoint Library directly.

Please disregard any generic links contained at the bottom of the email that advises to *Go To OECD_Flying Start Partner Services – 2026 Self-selection Data Collection*. This is a generic link as part of the User Account Set up process and will not direct you to the correct Library.

*If you are **not** using Microsoft 365 – one-time passcode required*

If the email address provided to the OECD is not associated with a Microsoft 365 account, you will receive the following email notification containing a web address.



Steps to access your SharePoint Library

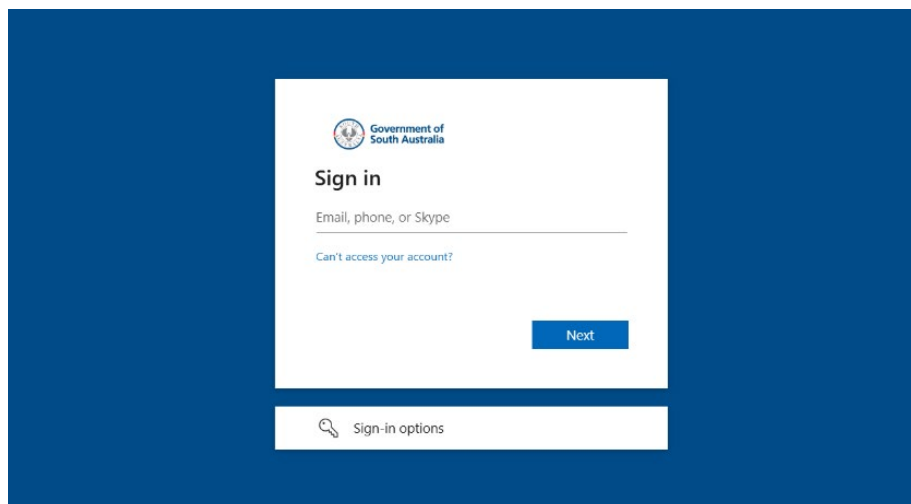
1. Copy and paste the web address into your internet browser (*example circled in purple above*)
Existing services that have previously accessed the SharePoint Library, continue to use the previous hyperlink and/or web address.



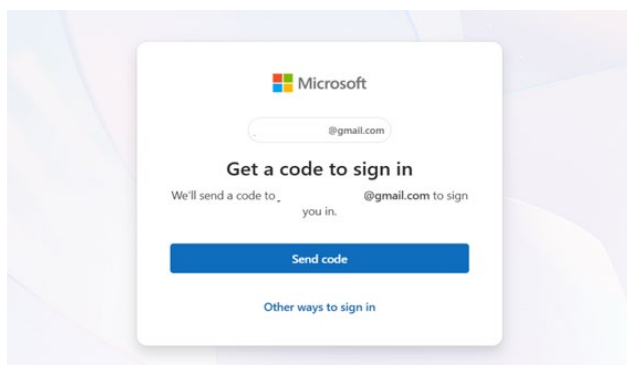
Submitting Preschool Plus Self-Selection documents - Step by step guide

Please disregard any generic links contained at the bottom of the email that advises to “Go to *OECD_Flying Start Partner Services – 2026 Self-selection Data Collection*”. This is a generic link as part of the User Account Set up process and will **not** direct you to the correct Library.

2. Once you copy and paste the web address into your internet browser, it will prompt you to sign in, as displayed below. Using the email address provided to the OECD, enter your email and click **Next**.

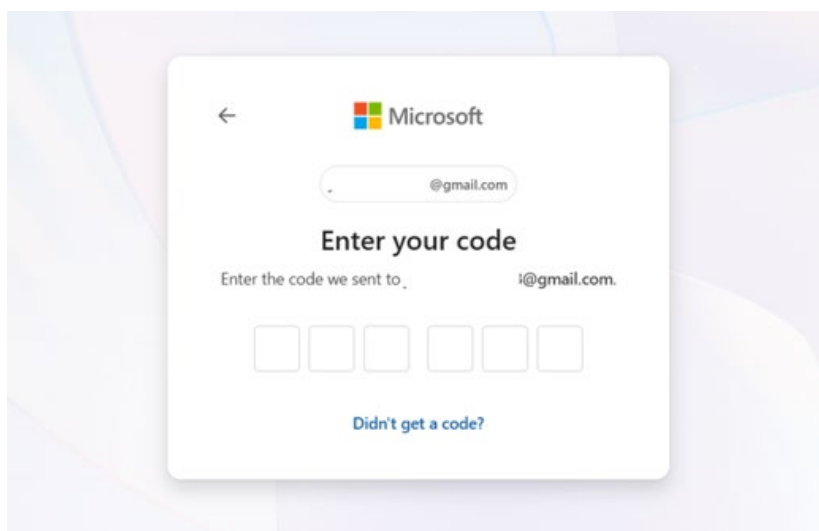


3. A Microsoft window will pop-up, and when prompted click “**Send code**”.



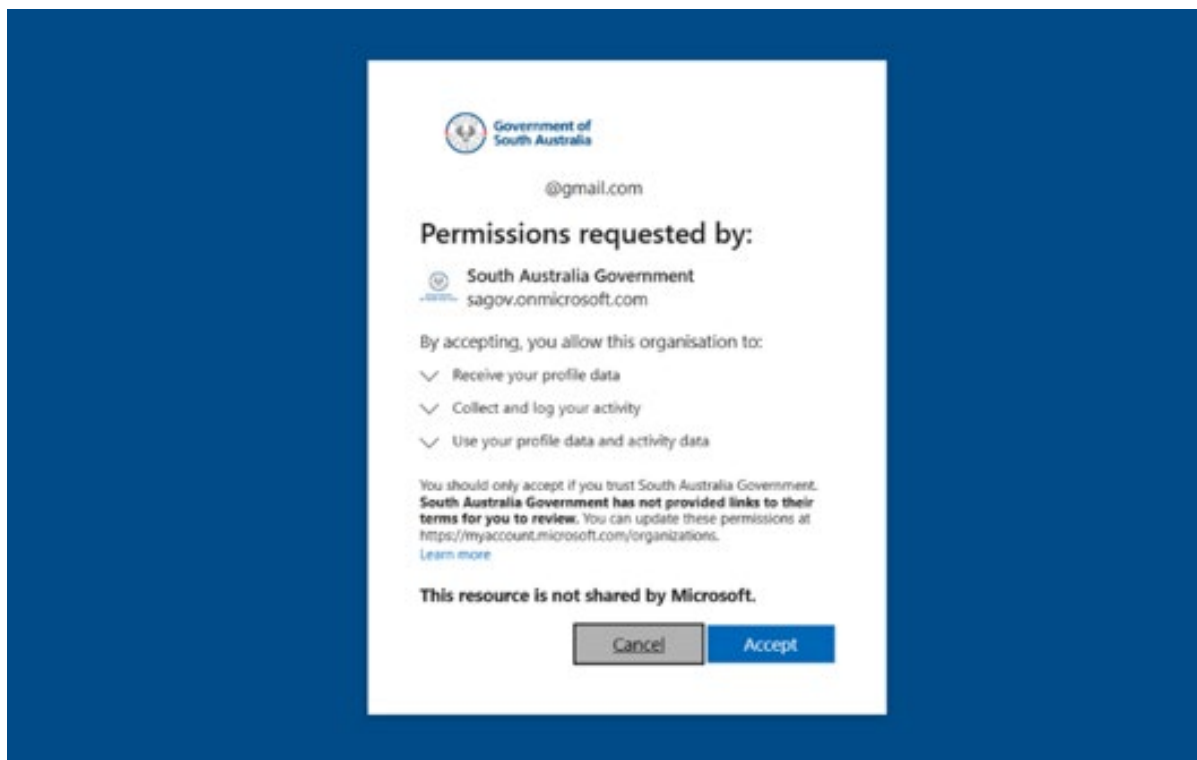
You will receive a one-time verification code via the same email address used to sign in. Go to your inbox and find the email that contains your one-time passcode. This will be an email sent from Microsoft.

4. Enter the code received via email when prompted.



Submitting Preschool Plus Self-Selection documents - Step by step guide

5. Next, accept the permissions requested by the South Australia Government by clicking **Accept**.



6. Once all security permissions have been granted, you will land on your Partner Services SharePoint Library. We recommend saving the link to your favourites bar in your browser for future access. See below for indicative landing page.

 **OECD_Flying Start Partner Services - 2026 Data Collection**

+ New

Upload

Edit in grid view

Export to Excel

Automate

Integrate

Sync

...

Service name_SE-00000000 

 Name	Modified	Modified By
 1. November 2025 Data Collection - Projec...	February 4	Dundon, Richard (Education)
 2. February 2026 Data Collection - T1 2026...	February 4	Dundon, Richard (Education)