



## Transition Plan – Sample

The activities and timeline included in this sample have been modified from an actual local school district's transition plan. Activities and the month in which they occur should be adapted based on local needs.





# Transition Plan

## August

- *Get Ready for School* Program for incoming kindergarten students
- Kindergarten teachers send letters to incoming kindergarten students
- Kindergarten teachers call/visit kindergarten students
- Fourth summer mailing of book and activity packets to incoming kindergarten children
- Back to School night orientation meeting
- Kindergarten screenings and meetings with individual parents and children

## September

- Hold a Transition-Readiness Committee meeting with community kindergarten teachers, preschool teachers, and program administrators
- Schedule visits of preschool and kindergarten teachers to each other's classrooms
- Determine students and activities for *Let's Talk* program; contact families to register.
- (*Let's Talk* is a program to teach parents ways to elicit oral language from their children, and to give children practice in oral language skills. The program runs for seven weeks, once per week)
- Transition surveys to parents asking for input on transition practices

## October

- Readiness and Transition surveys to kindergarten teachers
- Readiness and Transition surveys to elementary principals
- Readiness and Transition surveys to preschool teachers
- Readiness and Transition surveys to preschool directors
- *Let's Talk* program continues

## November

- Refinement of activities or process for next school year based upon survey results

## December

- Refinement of activities or process for next school year based upon survey results

## January

- Meet with kindergarten and title teachers to plan for spring and summer programming

## February

- Order materials for kindergarten registration gift packets for families
- Assemble registration gift packets and deliver to school buildings

## March

- Hold a Transition-Readiness Committee meeting
- Deliver Common Transition forms to area preschools for information about incoming kindergarten children
- Meet with kindergarten teachers to plan *Let's Talk*, kindergarten visitations by classrooms and individually with parents, kindergarten screening, and *Get Ready for School* program
- Call preschools to give them dates of kindergarten registration

## April

- Send postcards to all district residents reminding families about kindergarten registration
- Prepare Sign-up sheets for kindergarten visitations in May, which parents may sign up for at kindergarten registration
- Kindergarten registration
- Determine numbers of children registered during kindergarten registration
- Arrange for preschool classes to visit elementary buildings and kindergarten classes
- Letters to parents of children enrolled in speech therapy about summer speech opportunities



## May

- Plan and purchase materials for summer mailings of books and related activities to incoming kindergarten children
- Arrange for buses to be at kindergarten visitations
- Kindergarten visitations

## June

- Letters out to kindergarten parents about *Get Ready for School* registration. (*Get Ready for School* is a program conducted in August, prior to the beginning of school that introduces children to the school environment and staff, as well as covering social-emotional and standards-based opportunities for learning)
- First summer mailing of book and activity packets
- *SPARK Speech Spectacular* (A summer speech program--IEP's to Service Provider)
- Receive Common Transition Forms and deliver to correct building and teacher
- Review Ready Schools Activities with building principals

## July

- Conduct *SPARK Speech Spectacular*
- Second summer mailing of book and activity packets
- Third summer mailing of book and activity packets
- Planning meeting for *Get Ready for School* program
- Prepare for Kindergarten Screening

## Throughout the Year

- Send Elementary Newsletters to Preschools
- Invite preschool staff to in-service meetings/workshops of common interest
- Invite preschool students to assemblies at elementary school, as appropriate

