

Successful School-to-School Transitions:

Planning for Success

Directions: Share this Flexible timeline with all team members to be used as a guiding reference.

November-January

Parent(s) and Sending Team:

- Sending team provides families with the **Planning for Success** Documents
- Families communicate with their sending team to identify their student's transition needs and create a formal or informal student and family transition plan.

December-January

Parent(s), Sending and Receiving Teams, Parent Liaison:

- Sending and receiving schools communicate about registration and class schedules for the upcoming year.
- Families are encouraged to attend Kindergarten Orientation and Registration or Middle or High School Open Houses at their receiving school. Integrated Services teachers are represented at these events.
- Sending teachers connect families with information about transition activities and events at the receiving schools (school websites, flyers, contact names and numbers, etc.)

February-March

Parent(s), Sending and Receiving Team, Parent Liaison:

- Transition meetings including both teams and the family are scheduled during this time.

March-April

Parent(s), Sending and Receiving Team, Parent Liaison:

- Sending teams share the student and family transition plan with the receiving team.

April-May

Parent(s), Sending and Receiving Team, School Administration:

- The receiving team begins communication with families about upcoming school events.
- During the school year, the receiving team communicates through the student's current case manager.
- During the summer months, the receiving team communicates with families directly.

August

Parent(s) and Receiving Team:

- Based on a student's individual needs, the school may provide families with the opportunity to meet the teacher and tour the school and/or classroom prior to the first day.
- The receiving team provides families with information about the new school including general class schedules, health information, dates, orientation, bussing, supply lists, etc.