

Kindergarten Transition Planning Guide for Region/District: _____

1. Transition Team Members	
Early Childhood/Preschool:	District:
Early Childhood Director:	Elementary Principal:
Early Childhood Coordinator:	Preschool Teacher:
Early Childhood Preschool Teacher:	Kindergarten Teacher:
Early Childhood SPED Teacher:	Primary SPED Resource Teacher:
Early Childhood K Transition Liaison:	District K Transition Liaison:
Contact Person, if no liaison:	Contact Person, if no liaison:
Notes:	



2. ECC and District should review self-assessment tools and best practices to jointly identify common strengths and weaknesses of their current transition practices

Strengths	Weaknesses

3. Based on list #2, select transition planning needs

4. Prioritize and plan

Prioritize:

- 1 = Will try right away
- 2 = Will consider trying in the future
- 3 = Have already attempted
- 4 = Need to research further

Priority	Practice	Person Responsible	Timeline
eg. 1	Develop a transition team which includes members from ECC and District and plan training	Pollyanna	January 17, 2020

Notes:

5. Develop transition activities timeline

August

September

October

November

December

January

February

March

April

May

June

Notes:



6. Wrap-up and next steps

The team will meet in _____ weeks on _____ at _____.

DATE

TIME

Is the plan available at both ECC and District facilities?

How will the plan be distributed to stakeholders?

Notes:

