

Transition Timelines for Parents and Staff

Dates	Early Childhood to Elementary Pre-K to K	Elementary to Middle School 6 th to 7 th Grade	Middle School to High School 8 th to 9 th grade
November- December		<ul style="list-style-type: none"> • Information on transition process updated with any new programs and processes 	<ul style="list-style-type: none"> • Information on transition process updated with any new programs and processes • CMS and HS Lead teachers meet to discuss process and plan for building to building transition (Dates are set to be aligned w/gened) • Parent presentation on transitioning to the High School (Specifically Transition planning) • Parent drop in session for individual question about Transition
January	<ul style="list-style-type: none"> • Kindergarten Registration 	<ul style="list-style-type: none"> • Transition forms finalized and communicated to all special education staff • Elementary and CMS Lead teachers meet to discuss process and set dates for building to building transition 	<ul style="list-style-type: none"> • Parents receive information regarding registration • CMS and HS staff communicate information about courses
February	<ul style="list-style-type: none"> • Elementary Teachers receive a list of ECSE students going to Kindergarten • Family Tours of New School 	<ul style="list-style-type: none"> • Special ed. information meeting at CMS for parents of 6th grade students** • Registration materials given to parents (at elementary sites) • 6th grade case managers contact homeroom teachers and parents regarding the process • General education registration forms returned, Copy of form attached to special education transition form which is filled out by 6th grade case manager in consultation with parents and classroom teacher 	<ul style="list-style-type: none"> • Students receive registration information • Parent meeting on registration specifics for 9th grade • Special Services open house followed by an all school open house—evening meeting • Parents and case managers communicate about registration as needed. Registration may be discussed at IEP meetings • Students are counseled by case managers regarding registration and registration is completed

March/April	<ul style="list-style-type: none"> • Transition meetings are held at Elementary buildings with ECSE, Elementary Special Education representative and Parents (parents contacted by phone for students receiving speech services only) • Parents receive elementary school folder * (See list) 	<ul style="list-style-type: none"> • Grade 6 case managers contact elementary sites with CMS Sp Ed scheduling reps to review transition information • Any updates afterward sent to CMS lead by email • CMS staff will observe students at the elementary sites as needed 	
May	<ul style="list-style-type: none"> • Elementary special education staff may go to ECSE to observe students where appropriate • Special education transportation forms are completed to students qualifying for service 	<ul style="list-style-type: none"> • Family Transition meetings are held at CMS if requested*** • Student tours (small group or individual tours as needed, set up by current Grade 6 CM) 	<ul style="list-style-type: none"> • High School case managers meet with MCS case managers to transition students and clarify class information • Individual student transition meetings are held at EPHS as requested***
August/Sept	<ul style="list-style-type: none"> • Classroom teachers and case managers are assigned • Open House at Elementaries for all students • Case managers contact families during workshop week • Parent Information Night 	<ul style="list-style-type: none"> • Case managers contact parents by phone or letter during workshop week • CMS 7th grade Open House/Orientation (for both students and parents) during workshop week • New schedule available mid-August • Families may tour new building during the summer- building is open • Curriculum night 	<ul style="list-style-type: none"> • All 9th graders Freshman Orientation in August • All school open house (for parents) in September • High School case managers contact parents by phone or letter during workshop week • Individual parent meetings upon request • Families may tour new building during the summer- building is open

*Elementary School folder includes information regarding new school including 1) "Meet My Child" sheet which asks for parent input regarding the needs of their child, 2) New school information such as a map of the school, staff names and program descriptions, and 3) A sample of a child's day at that school.

** Special ed. information meeting at CMS for parents of 6th grade students coincides with CMS 6th grade parent orientation.

***Parents make request through current case manager (6th or 8th grade), Case manager informs Due Process Clerk at current site (elementary or CMS), DPC sets up meeting with CMS or HS Lead and documents the request with a Notice of Team Meeting form. Meetings are held at new school.