

# TRANSITION CHECKLIST

Student's Name: \_\_\_\_\_

Current School Year: \_\_\_\_\_

**JANUARY:  
Meeting**

- Initial Transition Team Meeting Agenda
- Establish core/extended teams (sending)
- Parents informed about transition timelines/process
- Educational options identified
- Identify current available resources
- Accessibility concerns
- Other items:

**Person(s) Responsible**

**Date Completed**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FEBRUARY:  
Actions**

- Identification of students strengths/needs
- Information gathering about next environments (e.g., classroom arrangement, teaching methods, materials available, schedule)
- Complete Parent Inventory and Transition Skills Assessment
- Discuss 1/2 day/full day options with parents for next year
- Other items:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**MARCH:  
Actions**

- Identify next year's school
- Identify receiving team members (core/extended)
- Parent(s) meet next year's teacher(s)
- Opportunities for potential receiving staff to observe current setting (e.g., teachers, administrators, support staff)
- Begin updating assessment

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>Meeting</b>	<b>Person(s) Responsible</b>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>• Sending and receiving teams meet to share information/plan for upcoming transition IEP</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Collect video footage across the day</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• MAPS process/suggest IEP goals</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Other items:</li> </ul>	_____	_____
_____	_____	_____
_____	_____	_____
<b>APRIL:</b>		
<b>Meeting</b>		
<ul style="list-style-type: none"> <li>• Sending and receiving teams meet for IEP:</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Hold staffing to determine eligibility for services</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Develop IEP</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Summer program options</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Resources/materials/adaptations</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Collect video footage across the day</li> </ul>	_____	_____
<b>Actions</b>		
<ul style="list-style-type: none"> <li>• Parent(s) observe next year's school</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Draft visitation schedule for student to visit new classroom/building</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Identify inservice needs (e.g., receiving staff, peer orientation, other building staff)</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Other items:</li> </ul>	_____	_____
_____	_____	_____
_____	_____	_____
<b>MAY:</b>		
<b>Meeting</b>		
<ul style="list-style-type: none"> <li>• Sending and receiving teams meet to share information/plan for upcoming school year:</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Identify resources/support services</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Draft tentative student schedule</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Matrix</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Determine how classroom teacher, special education teacher, and facilitator (if needed) will work together</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Transportation</li> </ul>	_____	_____
<ul style="list-style-type: none"> <li>• Other items:</li> </ul>	_____	_____
_____	_____	_____
_____	_____	_____

<b>AUGUST: Meeting</b>	<b>Person(s) Responsible</b>	<b>Date Completed</b>
• Sending and receiving teams meet to share information/plan for school year:	_____	_____
• Review and update student's schedule	_____	_____
• Establish home-school communication system	_____	_____
• Determine frequency and dates of meetings	_____	_____
• Develop peer buddy, peer tutor program	_____	_____
• Other items:	_____	_____
_____	_____	_____
_____	_____	_____