

SCHEDULE OF TRANSITION PLAN LUCDA HEAD START PROGRAM – LCSD#2

Student _____ DOB _____

Parent (Guardian) _____ Receiving School _____

Plan of Operation	Materials	Person(s) Responsible	Timeline	Completed
Parent/Teacher Conference	<ul style="list-style-type: none"> - Review Schedule of Transition Plan - Obtain exchange of Confidential information 	Early Childhood Teacher	November	
Parent Committee meeting addressing kindergarten transition issues	<ul style="list-style-type: none"> - Invitation to Parents - Arrange for meeting between LCSD #2, Staff & Parents 	SVCDC Family Service Worker/ Social Worker	February/March	
Parent/Teacher Conference	<ul style="list-style-type: none"> - Review Schedule of Transition Plan - Review Child Progress Check list - H.S. Transition Pamphlet 	Early Childhood Teacher	March	
Title One Parent-School Agreement	<ul style="list-style-type: none"> - Prepare Title One Packet - Educate Parents to Title One Services - Get Signature of families requesting services - return packets to LCSD#2 	Title One Teacher SVCDC Family Service Worker/Social Worker	April April/May	
Exchange child records from Head Start to UCSD #1	<ul style="list-style-type: none"> - Schedule of Transition Plan - Child Progress Check List - Creative Curriculum Assessment - Immunization Record 	Early Childhood Teacher to LCSD #2 Kindergarten Teacher	April	
Kindergarten Teacher Observation	<ul style="list-style-type: none"> - Kindergarten Teacher observes at L-UCDA Center 	Kindergarten Teacher	April/May	
Head Start Transition Conference	Arrange as needed	Early Childhood Teacher	May	
LCSD #2 Kindergarten Orientation	<ul style="list-style-type: none"> - Parents Invitation - Birth Certificate - Assessment - Local Ads - Immunization - Registration 	LCSD #2 Bldg. Principles & Kindergarten Teachers	March – Sept. per LCSD#2 guideline for kindergarten eligible children.	
Evaluation of Transition Process	<ul style="list-style-type: none"> - Parent Transition Evaluation - Educational Staff Evaluation - Results distributed to agencies 	LUCDA Social Worker	October	