

Creating a Transition Team and Plan

Create an action plan. Creating an action plan will help organize the work, make assignments, and follow up on tasks.

1. List the goal and frequency of implementation (year-round, September, 4x/year)
2. List the type of connection (Child-school, Family-school, School-school or Community and school)
3. List the activity, preparation tasks and resources needed
4. List the implementation date
5. List the team members and other participants who will be involved in planning and implementation
6. List the barriers which might encountered and strategies to overcome them
7. List the team members and other participants responsible for any follow up and evaluation of the goal

Identify team members: Suggested team members include at least: 1 formal school teacher, 1 local Head Start representative, 1 early learning program representative, 1 school district administrator, 1 district representative, 1 family care representative, 1 parent or family member, 1 community representative. Multiple representatives or additional team members will enhance the work of the team. Aim to have no less than 6 members.

Committee Members

Affiliation

Complete the chart below with the transition activities practiced in your community, deciding what type of connection it fosters and the focus of the activity. Use the resources in the OCDEL Transition Toolkit to validate the type of connection.

Type of Connection	Current Practice	What's Working	What Needs to be Improved	Suggestions and Ideas
Child to School				
Family to School				
School to School				
Community and School				

Determine committee goals. Use the information from the chart. What can be continued and enhanced? What can be added to fill in missing areas? What are the goals or activities the team will accomplish during the year?

1. _____
2. _____
3. _____
4. _____
5. _____