

Timeline for Transition Process for ALL District Schools

	ALL Students	Students requiring MODERATE support to transition (at risk/low incidence)	Students requiring SIGNIFICANT support in transition (at risk/low incidence)
September October November	<ul style="list-style-type: none"> - School connection opportunities 	<ul style="list-style-type: none"> - Discuss transition process with parents - Include transition goal(s) in I.E.P. - Look at Transition Planning guide (use appropriate forms) 	<p>In addition:</p> <ul style="list-style-type: none"> - Create Transition Team (Refer to <i>Transition Team</i> template in Guide) - Complete Timeline (Use template in Guide)
January	<ul style="list-style-type: none"> - Notify parents (newsletter, web site, Twitter, etc.) of any Open Houses - Update websites with dates of parent meeting and school visits - School connection opportunities 	<ul style="list-style-type: none"> - Plan initial contact with parents and receiving school 	<p>In addition:</p> <ul style="list-style-type: none"> - Plan visit with receiving school (Refer to <i>Checklist for School Visit</i> and <i>Transitions Planning when Visiting the Receiving School</i>, etc. templates in Guide)
February	<ul style="list-style-type: none"> - Course selection begins - Classroom teacher prepares class list with student's 1st, 2nd and 3rd choices for electives - School connection opportunities 	<ul style="list-style-type: none"> - Plan initial visit with receiving school (Refer to <i>Checklist for School Visit</i> and <i>Transitions Planning when Visiting the receiving School</i>, etc. templates in Guide) 	<p>In addition:</p> <ul style="list-style-type: none"> - Facilitate an intake meeting with parents and the school team who will support this student - Continue with visits to the receiving school - Transition visits occur as appropriate
March	<ul style="list-style-type: none"> - Classroom Teacher completes <i>Transition Form</i> - School connection opportunities 	<ul style="list-style-type: none"> - Complete all other necessary forms (<i>Transition Planning Guide Profile Sheet</i>) - Transition visits to occur as appropriate. 	<p>In addition:</p> <ul style="list-style-type: none"> - Forward completed <i>Personal Development Form</i> application to receiving school. - Transition visits occur as appropriate.
April	<ul style="list-style-type: none"> - Ensure that all transition information is at receiving school by first week of April - Receiving schools will set up transition meetings with schools 	<ul style="list-style-type: none"> - Arrange specific intake meetings - Conduct extra visits if necessary 	<ul style="list-style-type: none"> - Arrange specific intake meetings
May June	<ul style="list-style-type: none"> - Grade 9 for a Day: all grade 8 students attend the secondary school 	<ul style="list-style-type: none"> - Case Managers assigned - Case Managers initiate contact with parents - Grade 9 program initially set up, timetabling, etc. 	<p>In addition:</p> <ul style="list-style-type: none"> - Transition plan for September completed - Arrange for all equipment (Computers, FM systems, etc.) to be transferred to receiving school.

Middle School Articulation Timeline

School	Event	Date
École Glenbrook Middle School	Information packages about EGMS sent to feeder schools	March
	Articulation meetings with feeder schools	April
	Family Information night	May
	Tours for Grade 5 students from feeder schools	June
	Transition observations of/visits for specified students	Ongoing as planned by the Transition Team
Fraser River Middle School	Articulation meetings with the four feeder schools	May
	Tours for Grade 5 students from the four feeder schools	June
	Separate day time tours Parents invited	
	Transition observations of/visits for specified students	Ongoing as planned by the Transition Team
Queensborough Middle Schools	Articulation meeting with Queen Elizabeth	May
	Tour for Grade 4 Queen Elizabeth students/parents and other feeder schools (Connaught Heights Grade 5 Montessori students living in QMS' catchment)	June
	Transition observations of/visits for specified students	Ongoing as planned by the Transition Team