

Guidance for Completing PreK-K Transition Report

Thank you for taking the time to complete the PreK-K Transition Report for the children in your program! You are part of a growing movement to develop closer connections between preschool (PreK) and kindergarten (K) teachers that support children and families as they transition to kindergarten.

Part 1 – Parent/Child Information and Release

1. Complete all information. Reports without *Anticipated District* or *Parent/Guardian Release of Information* signature cannot be shared.
2. The *Just Thought You'd Like to Know! (From the Family)* section is meant to be completed by the child's parent(s) or guardian(s). This section is optional but allows families to include anything that they would like to share with their child's K teacher prior to the start of school. Please note that family information must be treated with the highest regard for confidentiality. A pdf attachment may be uploaded in the electronic version.
3. After completing the entire report, obtain parent/guardian release of information to share it with the anticipated district. This section is required.

Part 2 – Student Writing Sample

1. Follow the instructions for the *Student Story and Writing Sample*.
2. After the child has written his/her name and drawn their story, ask them to retell it orally and write or type the words in the *Student Story* space provided. You may also upload a scanned copy of the student's writing in the electronic version.

Part 3 – Developmental Objectives

1. Check the most appropriate box, *Rarely*, *Sometimes*, or *Consistently*, for each developmental objective listed.
2. The *Just Thought You'd Like to Know! (From the PreK Teacher)* section is optional but allows teachers to include anything else that they would like to share, including unique characteristics and/or accomplishments. Please consider the "whole child" and make statements objective and strength-based.
3. If, at any time, you are concerned about the development of a child in your program, please don't hesitate to share your observations with the child's parent(s)/guardian(s). You are also encouraged to contact the child's anticipated school, with parent approval, for information about developmental screening and early intervention.

Additional Resources

PreK-K Transition Tool Kit

Additional materials for completing Transition Report can be found at <https://www.nwesi.org/prek-ktransitionreport>

Resources available include math terms and definitions, developmental progressions for literacy and math, and black line masters for conducting suggested math assessments.

Examples of objective strength-based comments for possible use with the PreK-K Transition Report:

- The child responds well to routines and alerts about upcoming transitions
- The child is able to express his/her needs with adult support
- The child is active and learns best when given short tasks
- The child learns best when given visual cues along with oral directions
- Speaks fluently in his/her native language and is beginning to use English in short sentences
- An independent learner who will seek challenges
- Manages his/herself well during free choice time
- Plays well with others
- Enjoys large muscle activities
- Sees him/herself as a writer
- Is working on: friendships, cooperation, listening, attending
- Has developed skills in problem solving with peers
- Supports and strategies that have been effective with the child are...

Submitting Completed Transition Reports

- Paper copies: Please complete the [Data Collection Tool](https://www.nwesi.org/prek-ktransitionreport) found on the NWESD website (<https://www.nwesi.org/prek-ktransitionreport>) listing how many reports you are sending to each school district. Then send completed Transition Reports directly to the school district identified on the report.
- Electronic reports: Submit using the button at the bottom of the electronic form. These will be electronically sent to the NWESD. We will then forward on to the school districts identified on the report.

Please remember that reports submitted without *anticipated school and/or district or parent/guardian permission* cannot be shared with schools and/or K teachers

If you have any questions about completing this form please contact:
Anita Garcia-Holzemer, Administrative Assistant of Early Learning at Northwest Educational Service District 360-299-4044 or agarcia@nwesi.org.

Thank you!