



Building Foundations that Last PreK-3 Partnership

Kindergarten Transition Report Directions

Prior to Completing Transition Report:

1. Gather information on child and family:
 - Demographics
 - TS GOLD information
 - Other assessment information
2. In programs with Family Support Services, FS may complete the demographic information on the child and family if so desired
3. Decide if you will complete reports electronically or by hand

Completing the Transition Report:

Cover Letter

- At the bottom of the cover letter (Word document), type your name above "PreK – K Transition Partner" and fill in the name of your preschool site where indicated
- Print 1 copy of the cover letter and attach it to each completed transition report

PreK-K Transition Report - Page 1

- Enter the child's full name, including all names used by the child
- Enter student and guardian information
- Check "type" of early learning program and enter site name, teacher and phone number
- Indicate attendance (the number of days attended out of days enrolled)
- Indicate anticipated school district
- Indicate anticipated elementary school
- Share completed report with parent and confirm kinder school
- Have parent sign, date and provide contact information

Child Information - Page 2

- Indicate the type of assessment used
- Rate the items in each developmental area

Literacy

- Enter the number of upper and lower case letters named
- Enter the number of letter sounds named
- Rate the consistency for each of these items

Math

- Rote counting – enter the highest named number
- Place a check in front of each shape named correctly
- Place a check in front of each numeral named correctly (presented in random order)

"Just thought you'd like to know"

In order to assist the teacher in providing a positive and successful transition for each new kindergartener, please share information about the child's unique characteristics and accomplishments. Please consider the "whole child" and make your statements objective and strength based.



Snohomish County
Human Services



Objective strength based examples:

- The child responds well to routines and prior information about upcoming transitions
- The child is able to express their 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 native language and is beginning to use English in short sentences
- An independent learner who will seek challenges
- Manages self well during free choice time
- Plays well with others
- Enjoys large muscle activities
- Sees himself 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 _____

At the bottom of this section add any important “whole child” information including health needs/ plan, other medical, or special education referral/services. As appropriate you might include:

- Date referred
- Referred for _____ needs (speech, developmental concerns, behavioral, large motor)
- Qualified for services; services began (date) _____
- Didn't qualify for services
- Preschool requested special services referral

Student Work Sample - Page 3

This is an example of independent work

- Prompt the child to tell a story and then draw it
- Ask the child to write their name on the paper
- The teacher fills in the child's name and date on the top of the form

Teacher Monitoring Notes - Page 4

Student story and writing sample

- Teacher prompts child to retell his/her story from the picture
- Teacher takes dictation of the child's oral story

Student proficiency level

- Check all descriptor that apply to the child's story

Notes:

- Include any observations or comments

Procedures for Completion

4. Make sure the transition form is filled out completely
5. Make 2 copies of each PreK-K Transition Report and the work sample
 - a. Paper clip each work sample to its report
 - b. Keep one copy for your preschool's education files
 - c. Give one copy to the parent
6. Mail all original transition reports with attached work samples to the address on the bottom of Page 1 of the transition report
7. PreK-K Transition Reports will be forwarded to designated districts/schools in early August.

If you have questions please feel free to contact the Early Learning Department, Everett Public Schools at 425-385-4024.