

Guidance for Completing PreK-K Transition Report

Recognizing that many activities that usually support smooth transitions for students from preschool to Kindergarten will not be possible this year, Everett Public Schools thanks you for taking the time to complete the PreK-K Transition Report for the children in your program! In response to the emergency closures of so many early learning programs, the report has been simplified and is fully electronic.

This year Everett Public Schools is prepared to collect, redistribute and report distribution data to the Northwest Educational Service District supporting Washington State's P-3 efforts.

Completing report

- Complete the student information page and check the most appropriate boxes for assessment and areas of development.
- 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. This section should be written or dictated by the family member. You can obtain information via phone, zoom, email, etc. Please note that family information must be treated with the highest regard for confidentiality.
- 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 of this child. Please consider the "whole child" and make statements objective and strength based.
- Obtain parent/guardian permission to share the report (see options below). This is required.

Obtaining parent/guardian permission to share the Transition Report (required)

- Obtain an electronic signature on the form
- Have parent email a statement granting permission to share the report; print/save to send with the report
- Have parent send a text granting permission to share the report; print/save a screen shot to send with the report
- If you have a parent/guardian's signature on file allowing your program to share student information directly with school districts, you could share the reports directly

Sending reports Everett Public Schools

- **Electronic reports**
 - Create a folder and save student reports
 - Send all completed reports and any additional parent permission documentation via email to EarlyLearning@everettsd.org by June 30, 2020.
- **Printed Reports**
 - Print each transition report and all additional parent permission documentation
 - Mail to Everett Public Schools, Early Learning, 3900 Broadway, Everett, WA 98201 by June 30, 2020.

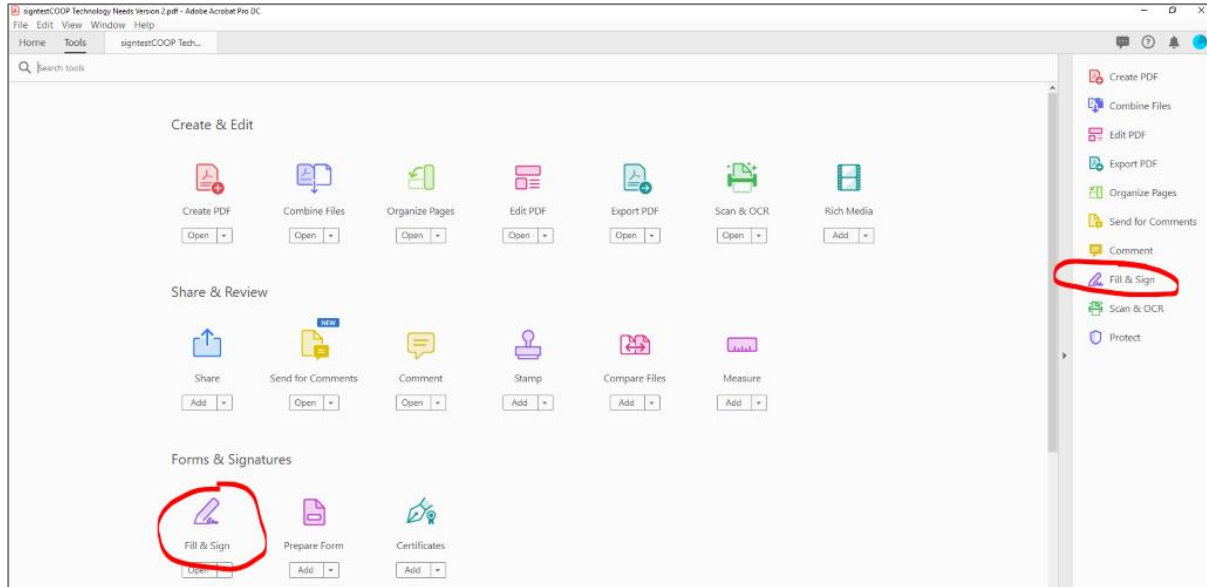
Email questions to EarlyLearning@everettsd.org

How to apply an electronic signature

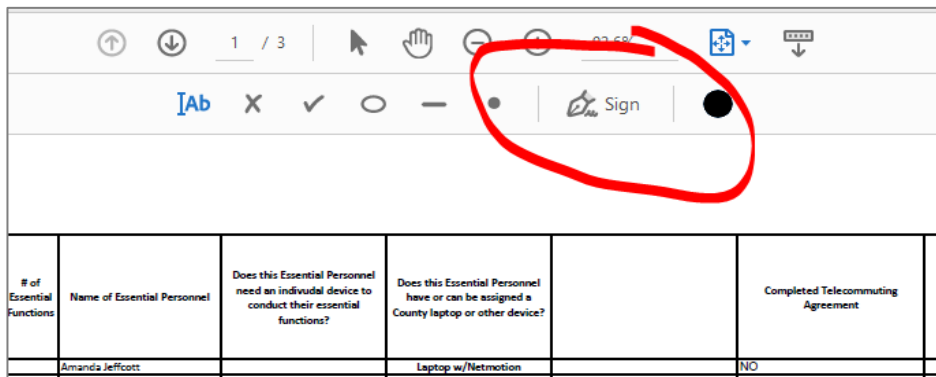
- You must open the document in Adobe Reader or Pro.



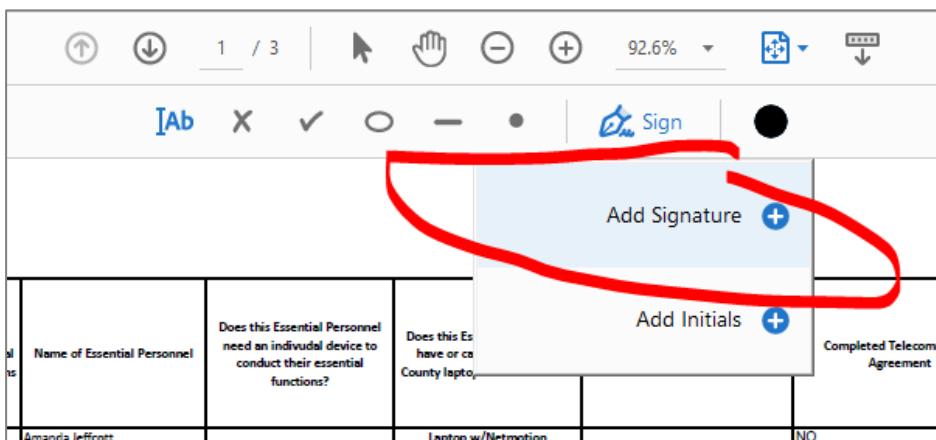
- The tool you need to use is called Fill & Sign.



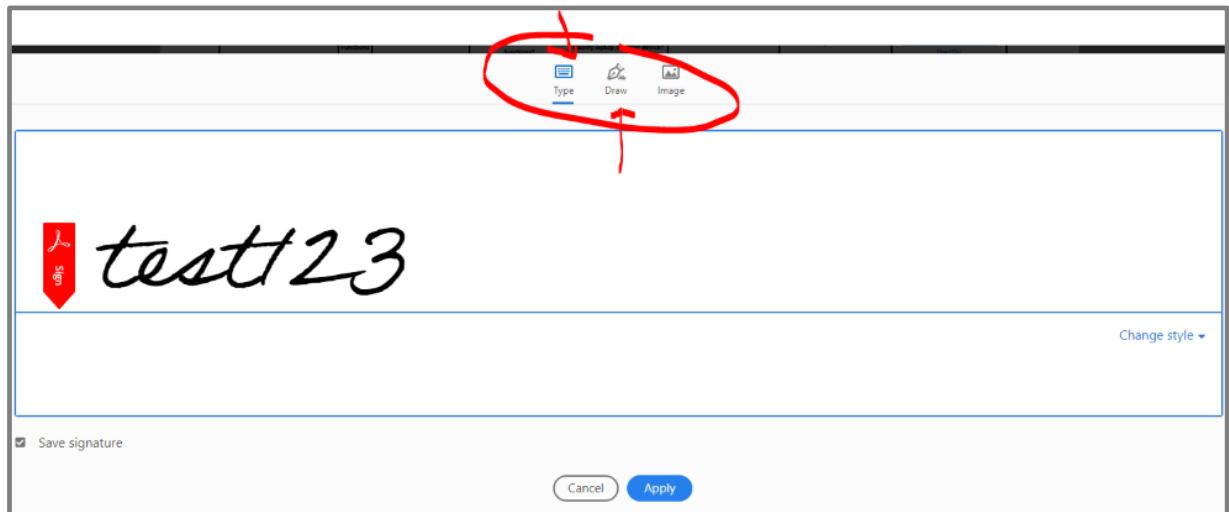
- Click on Sign



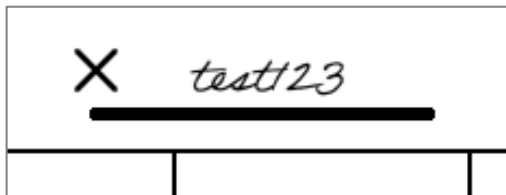
- Click on Add Signature



- You can either Type with your keyboard or draw your signature with a mouse or touch screen device.



- Drag and drop the signature to the line



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
- Interacts with peers
- 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...
- Manages feelings, is able to look at a situation differently or delay gratification
- Takes care of own needs appropriately
- Follows directions
- Engages in conversations
- Identifies and names letters
- Writes name
- Demonstrate fine-motor strength and coordination