

Transition Report Guidance May 2020

Given that many of the other activities that usually support smooth transitions for students from preschool to Kindergarten won't be possible this year, we're hoping that you'll consider how this process might still work for your program and families. Please feel free to share any thoughts and questions that come up for you.

In response to the emergency closures of so many early learning programs, we are working on a **fully electronic option for Transition Reports** to help streamline the process and make it more accessible (now and in the future). If you'd like to **wait until that option is available** to complete and submit reports for your students, feel free to do so knowing that we'll have that process put together in the **coming weeks**. In the meantime, if you're anxious to get started and/or would prefer a **low-tech option for completing and submitting these Reports**, here are some ideas to (hopefully) help mitigate or push through some challenges created by our current circumstances:

As in the past, the NWESD is prepared to collect and redistribute the Transition Reports that it receives. The only **requirements for redistributing the reports** to school districts are that:

- 1. The child's name and receiving district are completed and**
- 2. The form includes a parent or guardian's signature.**

Recognizing that you have likely not been in the same location as your students for 6 weeks or so, other areas of the report that can't be completed due to the closures aren't required for the processing and redistribution. Please be sure to simply **fill out as much of the report as you can**, without worrying too much about completing each section. Particularly relevant, especially in our current circumstances, could be the **"Thought you'd like to know" sections filled out by the teacher and the family**. You can do this in a couple different ways:

- 1. Elicit ideas from families during other phone, Zoom, or email contact with them (if that's available to you),**
- 2. Share the form with family members to complete that section if you're dropping off other learning materials already, or**

Of course, you can leave it blank if necessary. Any information that you can complete will help to smooth your students' transition to kindergarten and is greatly appreciated.

A couple of other challenges could include printing transition reports and getting parents/guardian's signatures.

Printing transition reports- We understand that many of you are working from home and may not have access to a high-yield printer. If you would like **printed Transition Reports (in English or Spanish) mailed to you, please order them at [this link](#)**.

For **completing the parent/guardian signature section of the report**- which is **required** for NWESD's redistribution to school districts, some here are some ideas:

- 1) Send the report home with other learning materials for parents/guardians to sign and then pick them up with other completed assignments**
- 2) Send the report home with an envelope for parents/guardians to sign and send on to the NWESD for redistribution. If you choose this option, Please address the envelope to NWESD, Attn. Anita Garcia, 1601 R Ave, Anacortes, WA 98221.**
- 3) If you have a parent's/guardian's signature on file allowing your program to share student information directly with school districts, you could share the reports directly with the**

Transition Report Guidance May 2020

district(s) in question. If you decide to share the reports directly with the receiving districts, we'd ask that you **share some basic information with us so that we can continue to support P-3 systems with data from this program.** Please use the [Transition Reports Data Collection Tool](#), to let us know how many reports were shared by your program and which school district(s) received them.