

## Transition Meetings

As part of the College and Career Readiness Comprehensive School Counseling Program:

Standard 8, 2B: Elementary Counselors or representatives and secondary counselors meet at least twice yearly within feeder system(s) to plan for student transition.

One meeting may be accomplished during the registration time for 6<sup>th</sup> graders and 9<sup>th</sup> graders. If High Schools do a presentation about the importance of 9<sup>th</sup> grade – that meeting may also serve this function.

The second meeting needs to be intensive to communicate about the individual needs of students that will be transitioning to their new school.

Elementary to Junior High Transition: Sixth grade teachers should be given the Transition Tracking worksheets at the semester in January. As they meet and work with students and see concerns, they can fill out these forms. They should be complete by May 1, so that they can be used in a transition meeting that the junior high will schedule. All Jr. High and Elementary Counselors should be attendance in this meeting, as well as administrators. Detailed information can be shared regarding specific interventions that have already been used with these students.

Junior High to High School Transition: Counselors should fill in the Transition Tracking worksheets for the students they are responsible for at their school. These worksheets should be reviewed by administrators, and any students with behavioral issues should be added to these lists. High School Counselors are responsible for planning this transition meeting toward the end of the school year. Both Junior High and High School Counselors should be present, as well as administrators from both levels. Detailed information about interventions and interactions that have taken place at the junior high should be shared.

In addition to Transition Tracking Sheets, please attach the following reports to your sheets:

- Boundary Exceptions
- IEP/504's
- Homeless
- Youth In Custody
- Chronic Attendance Issues (20 or more absences)

These reports will help identify students that have risk factors present that may hinder school success.

At the administrator's discretion, some transition meeting may need to be scheduled that include parents and/or students.