

# Transition Team Sample Agenda

Appendix F

**Date:**

**Time:**

**Location:**

**Transition Team Member Facilitator:**

**Team Members in Attendance:**

**1. Welcome and Introductions**

- Welcome and introduction of transition team members.
- Review of agenda and meeting objectives/goals.

**2. Review of Previous Meeting Minutes**

- Summary of last month's meeting minutes.
- Follow-up on any unresolved items from last meeting.

**3. Updates and Announcements**

- School administration updates.
- Updates from transition team members.

**4. Curriculum Alignment Discussion**

- Review of current Prekindergarten curriculum and its alignment with Kindergarten expectations.
- Identification of any gaps or areas needing enhancement.

**5. Student Transition Planning**

- Review of transition plans for individual students, especially those with special needs or requiring extra support.
- Review upcoming transition activities for students and staff.

**6. Family Engagement Strategies**

- Discussion on how to involve families in the transition process.
- Planning for workshops or informational sessions, and home-based activities.

**7. Professional Development Needs**

- Identification of training and resources needed by teachers/team members to support student transitions.

**8. Action Items and Next Steps**

- Summary of decisions made and actions to be taken prior to next meeting.
- Assignment of team member for each action item.
- Setting the agenda for the next meeting.

**9. Open Forum**

- Opportunity for transition team members to raise any additional concerns or suggestions.

**10. End of Meeting**

- Recap of the meeting and thank you to all participants.
- Confirm the date, time and location of next meeting.

**Note: This agenda can be adjusted depending on the specific needs and focus areas of your team.**