

Transition Team Sample Agenda

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.