



Transition Plan Form

Step 1: Assess your partnership

Identify committee team members and their affiliations. Designate a leader.

Committee Members:

Affiliation:

Designated Leader: _____

Step 2: Identify goals

Fill in goals for your transition team below.

1. _____
2. _____
3. _____
4. _____
5. _____

Step 3: Assess what's happening now

First, fill in the matrix on this page, up to the "Evaluation (Step 4)" column, with current transition activities practiced in your community, deciding what type of connection each activity fosters and the focus of the activity. You may have some blank boxes.

Step 4: Identify and evaluate data on current practices

Now complete the "Evaluation (Step 4)" column of the matrix with evidence you have that practices are or are not working.

Type of connection	Sharing information	Building relational supports	Fostering alignment between settings	Evaluation (Step 4)
Child–School				
Family–School				
Program–School				
Community–School				

Step 5: Plan and prioritize

Reevaluate your goals, create new ones if necessary, and plan steps to take. First, list up to four activities or goals that could either address areas in need or intensify areas already focused on. Next, use the matrix below your list to brainstorm goal and activity logistics.

Revised/refined activities and goals (if necessary):

1. _____
2. _____
3. _____
4. _____

Goal addressed	Type of connection and activity	Transition activity	When does activity occur?	Who needs to be involved?	Potential barriers and solutions	Who is responsible for follow-up?