

Beaufort County School District

TRANSITION ACTIVITY TIMELINE For Middle to High Schools

KEY PARTICIPANTS		<ul style="list-style-type: none"> ➤ Administration ➤ Counselors ➤ Special Education ➤ Data Specialist ➤ Classroom Teachers ➤ Students/Parents 	
Date	Activity	Outcome	Person Responsible
Nov-Dec.	Request from Data Services Dept. - by school roster of rising students to include: MAP (Fall/Winter), current PASS, GT, SPED, and ESOL information.	To allow for appropriate data review on student population/student concerns.	Receiving School Counselors
	Gather data within school i.e. regarding specific populations i.e. 504, Behavioral Support, placement recommendations.	To allow for appropriate data review on student population/student concerns.	Sending School
Dec. - January	Middle Counselors Meet with High School Counselors	<p>Middle School suggested course criteria for advance level classes. Counselors will review specific dates for:</p> <ul style="list-style-type: none"> ➤ School Visitations ➤ Parent/Student Transition Meetings ➤ Teacher Meetings ➤ Develop draft of a welcome letter with dates and explanation to parents regarding transition process and schedule to share with principals 	Receiving School

	High School and Middle School Principals with counselors send out welcome letter.	High Schools prepare and send “welcome to our school” letters to parents of receiving students: Includes open house nights, information regarding the transition and scheduling process, school visits/tours, and the dates of the open house. <i>Note: Communication should take place to explicitly inform parents that students will be selecting electives. This can be a letter home, a newsletter blast, a phone dialer or email blast, but parents must receive information regarding the scheduling process and selection of electives.</i>	Receiving/Sending School Counselors and Principals
	Teachers complete recommendations on each student.	Course Registration created by Students/Teachers.	Sending School
	Data Specialist opens PowerScheduler	Student’s future courses are loaded into PowerSchool.	Receiving School Data Specialist
February	Parent Student Orientation Night	Held at receiving school to orient parents and students to their new school process.	Receiving School
End of February	All Course Registration completed by students and in PowerScheduler	All Students Registered by the middle of Feb.	Receiving/Sending School
April	Request from Data Services Dept. - by school, a roster of student’s Spring MAP Scores. (ELDA scores as soon as available) and other pertinent test scores of data.	To allow for appropriate data review on student population/student concerns.	Data Services/ Receiving School Counselors
May	Student Visitation	To help students become familiarize with their new setting.	Counselors/Principal Receiving School

	SPED Transition Meetings	To communicate the students IEP needs and transition to the new school.	Receiving School IEP Team
	Counselors meet to address any additional student concerns and articulate students placed at risk or other confidential concerns/issues. <i>Counselors help plan August orientation day, with administrative team and identify activities and participating staff.</i>	To ensure a smooth transition of all students to new school and that all appropriate services are provided.	Receiving and Sending School.
June	Students receive schedules	To ensure a smooth transition of all students to new school and that all appropriate services are provided.	Receiving School
	Students have until June (<i>school identifies date</i>)___ to make any schedule changes for the upcoming school year.	All students are registered for upcoming school year. Minimize course changes.	Receiving School
August	Rising 9 th graders (and any students new to the school district) are invited to participate in a one day orientation on the HS campus.	To ensure students new to the school are familiarized with school rules, expectations, staff and facility..	Receiving School