

**Beaufort County School District
TRANSITION ACTIVITY TIMELINE
For Elementary to Middle Schools**

KEY PARTICIPANTS		<ul style="list-style-type: none"> ➤ Administration ➤ Counselors ➤ Special Education Data Specialist ➤ Classroom Teachers ➤ Students/Parents 	
Deadline	Activity	Outcome	Person Responsible
January	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
	Elementary Counselors Meet with Middle School Counselors to discuss:	Middle School suggested course criteria for advance level classes. Counselors will review specific dates for: <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

February	Middle School and Elementary Principals with counselors send out welcome letter.	Middle 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
February - March	Counselors (Principals) Visit Feeder Schools		Receiving School

	Parent Student Orientation Night	Held at receiving school to orient parents and students to their new school process.	Receiving School
	Teachers complete recommendation/data sheets related to course registration and specific needs.	Course Registration created by Students/Teachers.	Sending School
	Data Specialist opens PowerScheduler and loads courses.	Students future courses are loaded into PowerSchool	Receiving School Data Specialist
	Parent's verify student course selection	To facilitate parent involvement into the students selection of courses.	Sending School to collect parent verification forms and sends to receiving school
	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
April	Request from Data Services Dept. - by school, a roster of student's Spring MAP Scores. (ELDA scores as soon as available).	To allow for appropriate data review on student population/student concerns.	DataServices/Receiving School Counselors
May	Counselors meet to address any additional student concerns and articulate students placed at risk or other confidential concerns/issues If funding is available, Counselors work with the administration to plan a June or August orientation camp/day and identify activities and participating staff.	To ensure a smooth transition of all students to new school and that all appropriate services are provided.	Receiving and Sending School.
June	Counselors entertain schedule modifications and change requests by parents and students until (school identifies date in June)____ to make any schedule changes for the upcoming school year.	To ensure a smooth transition of all students to the new school and to provide opportunities for parents and students to provide final input into student schedules and to minimize course changes, before school begins in the fall.	Receiving School
June or August	Plan for orientation camp/day conducted for rising 5 th , 6 th or 7th graders (and any students new to the school district) at the receiving school.	To ensure students new to the school are familiarized with the school rules, expectations, staff and the facility.	Receiving School