

## Transition

Goal: To meet the objectives of the Head Start Performance Standards with regards to transition

STANDARD	GOAL	OBJECTIVES	SPECIFIC TASKS/ACTIVITIES	PERSON RESPONSIBLE	TARGET DATE
1304.41 (c) (1)	To provide smooth transition opportunities.	(c) Transition services. (1) Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These Procedures must include:	1. Share transition plan with local school districts and childcare centers to make them aware of the Head Start Programs transition goals. 2. Send current enrollment lists to elementary campuses.	Education Manager, and Family Services manager  Attendance Clerk	8/28/2010  6/30/2011
1304.41 (c) (1)		(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start:	3. Student records are continuously updated in Skyward student record-keeping system and transferred to the receiving campus. 4. Cumulative student folders are forwarded to receiving in-district kindergarten staff. 5. Copies of student records are sent to out-of-district kindergarten campus with a parental signed release of records.	Education Manager, Family Services Manager, Health Services Manager, Mental Health/Disabilities Manager, Attendance Clerk, and Records Clerk	6/30/2011