

SCHOOL TRANSITION TIPS

Timeline

- always best to start transition process as early as possible;
- vital to understand timeline of events from the start - map it out;
- know what applications, reports, supporting documentation need to be completed and when;
- take note of who needs to be involved and when (disability coordinators, learning support teams, specialists).

Preparation

- identify best contact point for school;
- familiarise yourself with their website;
- understand policies on key points (homework/discipline/bullying);
- complete funding/support application (ask to contribute and review this before submission);
- obtain relevant reports to prove diagnosis, difficulties, etc.;
- understand what will be involved in the transition/orientation process.

Strategies

- define success - what will this look like for you, your child and the school? (academic, social, behaviour, attendance, extracurricular success);
- establish good communication with the school (introduce yourself and your child, ensure they see your child as a person, not as a list of diagnoses);
- look beyond the school for help (engage specialists, NDIS therapists, work on ways to help your child successfully transition).

Evaluation

- work with school to review transition process (parent-teacher/IEP/learning support meetings);
- understand measures of success & evaluate them;
- involve your child (ask them what helped them and what could be changed for next time)
- identify where you could have improved the process so you learn for the next transition process.

[Plan your transition using the handy school transition checklist overleaf]

SCHOOL TRANSITION CHECKLIST

TASK	RESPONSIBILITY	TIMEFRAME
Request first meeting with current school to discuss new school placement		
Map out timeline for transition (meetings, orientation dates, funding application dates, etc.)		
Confirm required paperwork (diagnosis, etc.)		
Talk to your child about their thoughts on potential school options		
Start researching potential schools		
Investigate process for placement in selective & supported classrooms		
Apply for NDIS funding to help with transition specific therapy & support		
Request supported transition process to new school		
Ask to review and contribute to the formulation of funding & support applications		
Meet with the new school to introduce you and your child and their transition needs		
Identify key contacts, policy, guidelines, escalation processes at new school		
Look at options for introducing your child to the school, on their own terms		
Develop strategies to support your child through transition and beyond		
Participate in transition process		
Work with new school to review transition process and identify improvements		