

Transition Meeting To Do List

Admin:

- Determine 2 days in schedule they are available for meetings (end of April or May)-DONE
- Schedule floating sub(s) for classroom teachers-NEED TO CANCEL 5/22
- Check-in with Jeni and Adam about checking in with 4th grade case managers prior to transition meetings-DONE
- Complete written notices ([template](#))

Kristin:

- 2 days in May available for meetings-DONE
- Add 4th graders to Krystle's spednet caseload-DONE
- Send out advanced written notices
- List of students with their services and case manager if available-DONE
- List of students who already have annual/re-eval scheduled for the spring, and the meeting date and time-DONE

Krystle:

- Create a schedule for meetings (group based on classroom teacher and related services when possible), *30 min meetings with 5/10 minutes between*-DONE
- Share schedule with all services providers, admin, etc.-DONE
- Reserve a space for in person meetings-DONE
- Get list of classroom teachers from Monique to assist with creating schedule-DONE
- Meet with Monique and Lacey about students' needs-DONE
- Request own sub for meetings-DONE
- Attend and plan for S/L transition meetings (Lacey Ryder-SLP)-DONE
- Update days subs and conference room needed-EMAILED JESS AND ALICIA-DONE
- Send out schedule again as a reminder beginning of May-DONE
- Which CRMS OT attending?-DONE
- [Amend IEPs on transition meeting day](#)

4th grade case managers:

- Contact parents about meeting dates/time, and ask if want to meet in person or remotely (default in person)-EMAILED THEM ABOUT THIS
- Request own sub for meetings-EMAILED THEM ABOUT THIS
- Create IEP meeting prep forms and attach to schedule (check share settings)-EMAILED THEM ABOUT THIS
- Make sure teachers and service providers complete the meeting prep form-EMAILED THEM ABOUT THIS

4th to 5th grade Transition Meeting Agenda

1. **Admin** - Introductions, purpose of meeting, confidentiality statements and procedural safeguards.
2. **5th grade case manager** - Brief overview of middle school, goals of the meeting
3. **4th grade classroom teacher** - Share information about performance in the classroom.
4. **Parent** - Share information about their child, concerns
5. **4th grade case manager and other service providers** - Share information about present levels and services.
6. **5th grade case manager and other service providers** - Recommended amendments to IEP for the next year.
7. **Parent** - questions and concerns

Transition Meeting IEP Amendments

Parent Concerns

Amendment (5/21/2025):

Services

4th grade services/acc end on 9/1/25

5th grade services/acc begin on 9/2/25

LRE

Amendment (5/21/25): Starting on 9/2/25, the amount of time that STUDENT receives his/her services will be adjusted to reflect his/her needs in 5th grade.