



# Timeline of Preschool to Transitional Kindergarten (TK) or Kindergarten (K) Transition Planning

Month	Activity	Person(s) Responsible
<b>August to September</b>	1. Create a <a href="#">spreadsheet</a> with children who are age eligible for TK and K for the following school year and begin gathering information (e.g., residence school, eligibility categories).	Preschool Administrator
<b>October</b>	1. Discuss with parents/guardians transition process and timelines for registering for TK or K.  2. If concerns are anticipated with transition or placement, refer to preschool administrator or call an Individualized Education Program (IEP) team meeting to discuss.	Case Manager  Case Manager
<b>November to December</b>	1. Review records and discuss students to determine if: a. TK age-eligible students will be assessed now or after their TK year? b. Transition/Records Review or Full Reevaluation assessment will be needed for each student?	Case Managers, Preschool Administrators, Parent/Guardians, and Receiving Team Administrators/ Case Managers
<b>January</b>	1. Schedule transition IEP meetings, including receiving team and general education TK/K teacher 2. Inform parent/guardian of TK and K informational evenings/events and TK and K registration information	Preschool Administrator/Case Managers Case Manager
<b>January, February, March, and April</b>	1. Send <a href="#">Written Notice of Proposed Action</a> to parent/guardian indicating if team recommends Records Review/Transition Assessment or Full Reevaluations.	Preschool Administrator/Case Managers
	2. Send Assessment Plans within 60 days of scheduled Transition IEP meetings.	Case Managers or Designated IEP Team Member
	3. Gather Information from <a href="#">Parents on Child's Strengths and Needs</a>	Designated IEP Team Members
	4. Conduct Assessments	Designated IEP Team Members



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	5. Receiving teams come observe student.	Receiving Team Case Manager/ Administrator
	6. Discuss with parent/guardian priorities, hopes, concerns, and strategies for successful transition and include information in assessments and IEP.	Designated IEP Team Members
	7. Send out Notice of IEP meeting for Transition IEP Meeting or Reevaluation IEP at least 10 days prior (if it is a Reevaluation meeting this will become new annual date/new triennial date).	Case Manager/Preschool Administrator
	8. Complete assessments.	IEP Team
	9. Coordinate with receiving team to write IEP goals (a shared google doc can be useful).	Current IEP team and Receiving Team
	10. Hold transition IEP meeting and present assessment data and offer of Free and Appropriate Education (FAPE) for TK or K.	IEP Team
<b>April to May</b>	1. If a significant change in placement is recommended, escort parents on a site visit.	Receiving Team Administrator or Receiving Team Case Manager
	2. Finalize any outstanding issues and obtain parent/guardian consent on IEPs.	Case Managers and Preschool Administrators
	3. Send receiving teams information about student including IEP and report.	Case Managers and Preschool Administrator



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