# Transition Checklist

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| **Name** |  | **School** |  |
|  |  |  |  |
| **New School** |  |

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| --- | --- | --- |
|  | **Identify all agencies who should be involved** | **Date** |
| Transition meeting held |  |  |
| New setting / s `chosen |  |  |
| Parent visits, Enrolment completed |  |  |
| Identified access & / or additional facilities required |  |  |
| School updates ENROL to access specialist teacher staffing |  |  |
| Transition visits arranged |  |  |
| Transport application completed |  |  |
| Consider curriculum adaptation & / or needs – PE Camps etc. |  |  |
| Correspondence enrolment completed if required |  |  |
| Assistive Equipment List |  |  |
| Consumable items listed & handed over e.g. books, equipment etc. |  |  |
| Responsibility for storage during holiday break. |  |  |
| Moving equipment between schools |  |  |
| Teacher’s Aide allocation |  |  |
| Specialist teacher & use of Specialist teacher hours. |  |  |
| Individual Profile / Information shared (successful strategies/ what causes stress etc.) |  |  |
| Specific needs e.g. sensory issues, dealing with change |  |  |
| Coordinate professional development for staff with new student |  |  |
| Set IEP date for new year |  |  |
| Other |  |  |