



TK/KINDERGARTEN TRANSITION CHECKLIST (Center-Based)



Child's Name: _____ Date of Birth: _____

Head Start staff engages families in various activities throughout the school year to support a successful transition to TK/Kindergarten.

STAFF	TRANSITION RELATED ACTIVITIES	STAFF INITIALS	DATE
FSA	During Enrollment: Discuss Kindergarten options and provide "Kindergarten Here I Come!" handout. Provide TK/Kindergarten resources.		
Teacher/ Site Supervisor	Parent Orientation: Discuss and Provide family with a copy of the NHA School Readiness Calendar. Remind families of CHOICE deadline and provide "Kindergarten Here I Come!" handout.		
FSA/Teacher	Early Fall: Assist family with School Choice Enrollment Options, assist family with obtaining documentation required for TK/Kindergarten application, i.e. current physical, dental, immunization records, current IEP.		
Teacher	1st Home Visit: Review Parent Pledge and confirm if TK/Kindergarten application has been submitted during CHOICE application period. Review the "Kindergarten Readiness Activities" for the month (NHA School Readiness Calendar).		
FSA	1st Strengths & Needs: Inquire about TK/Kindergarten application status. Review the "Kindergarten Readiness Activities" for the month (NHA School Readiness Calendar). Inform family of any transition-related community workshops and/or parent meetings. Provide resources as needed.		
Teacher	1st Parent-Teacher Conference: Review developmental progress and provide family with copy of the child's developmental progress report. Review the "Kindergarten Readiness Activities" for the month (NHA Head Start School Readiness Calendar)		
Teacher	2nd Home Visit: Review developmental progress and provide family copy of the child's developmental progress report. Discuss expectations of the child in TK/Kindergarten and offer ideas for helping child to prepare for TK/Kindergarten. For children with an IEP, discuss transition of services. Review the "Kindergarten Readiness Activities" for the month (NHA Head Start School Readiness Calendar)		
FSA	2nd Strength & Needs: Review Parent Pledge. Review the "Kindergarten Readiness Activities" for the month (NHA Head Start School Readiness Calendar)		
Teacher	2nd Parent-Teacher Conference: Review developmental progress and provide family copy of the child's developmental progress report to share with the receiving kindergarten teacher. Discuss School Readiness summer activities and provide additional support as needed.		