PSUSD requires that all special education students have a transition meeting when moving between levels. A change in levels would be:

* Pre School Kinder

 1st

* Kinder 1st
* 5th 6th
* 6th 7th (CV Charter)

* 8th 9th

 *Starting February 1st of each school year the feeder school is required to hold a transition meeting that must include at least one representative of the new school*.

**What should be included in the transition meeting in addition to writing an IEP?**

* Confirm that objective dates match the school the student is likely to attend
* Review appropriateness of goals based on work samples and/or assessments
* Document in the notes any change of % of time in and out of special education
* Specify what areas of SAI the student will receive.
* Correct State test(s) are documented
* Supplemental aides and services are correct
* Check over the Educational Setting page of the IEP

**Make a Plan:**

* Schedule the meetings in advance – *start now*
* Good communication with other sites
	+ You may want to email them a copy of the IEP or addendum to look at first
* Know the offerings at the new school site
* Invite all necessary team members from the new site (only one is required but invite all that are appropriate)
* If meeting dates or times must change don’t forget to notify the other school site and all team members as soon as possible.

**What *should be* in the Teacher file?**

* The last three years of IEPs and Addendums
* Most recent PBSP/BIP
* The most current Psychologist assessment report, academic report, and any other reports (speech, APE, OT, PT…)

**What should *NOT* be in the Teacher file?**

* Protocols
* Work samples
* Anything not listed above