

Child and Family Transition Plan

(Hot Sheet)

CF/E-38 Nuevo 1/17
(Mandatory)

The Child and Family Transition Plan is to be completed by staff with assistance of the parent/guardian prior to transition. The purpose of this plan is for staff to have some effective strategies they can utilize with children and families during times of transition. Take note that the initiation of the transition plan will vary depending on the child's program, needs, and age.

1. Enter child's name, date of birth, enrollment date, and teacher/caregiver.
2. Check the IEP/IFSP if applicable.
3. **Transition Strategy-** Staff will use the transition tool kit to discuss general transition information with the parent/guardian and record it on the transition plan form.
4. **Who is responsible?** - Indicate who will take the lead on the listed transition strategy.
5. **Target date-** Indicate when the transition strategy listed is expected to be completed.
6. **Follow-up Actions-** List specific actions that took place to provide support in each transition strategy.
7. **Parent & Staff Signature-** Parent/Guardian & Staff will sign and date the Child and Family Transition Plan with the date the plan was initially developed.
8. **Updates-** The form will be dated and initialed by the parent/guardian and staff member each time there is an update noted. The number of updates will vary depending on the individual plan and program duration.