**Site Name:**

**Transition Coach:**

This checklist should be completed by the Transition Coach during the Summer Transition Program. This does **NOT** need to be submitted to DECAL but is intended to be used to ensure all requirements of the transition coach position are being met. Transition Coaches may also be asked to provide support with verifying student eligibility, student files and family orientations.

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| For Rising Pre-K and Rising Kindergarten classes  | **Check When Completed** |
| A family survey has been completed for each child (utilizing the DECAL copy or one that is created by the school). | [ ]  |
| The Transition Coach has contacted each family to introduce themselves and explain the role of the transition coach. | [ ]  |
| During the initial contact with the family, the Transition Coach determines what type of individualized support the family needs over the summer, then plans workshops and activities using that information. | [ ]  |
| At least once a week the Transition Coach will offer a parent workshop or family engagement activity to each family. This can be done in large group, small group or one on one.* Week 1 [ ]
* Week 2 [ ]
* Week 3 [ ]
* Week 4 [ ]
* Week 5 [ ]
 | [ ]  |
| The Transition Coach will work with teachers to determine if a child is in need of take home activities to focus on classroom related instruction. | [ ]  |
| The Transition Coaches have contacted/or collected resources from community services to support their families. | [ ]  |
| During STP, the Transition Coaches will offer take home family engagement activities (there is no minimum amount). These could be given out on a Friday for families to do together over the weekend.  | [ ]  |
| The Transition Coach has a plan for “give aways” for parent participation in the workshops and family engagement activities (gift cards, etc) | [ ]  |
| The Transition Coach will work with the families and teachers to determine what Student Transition Materials should be purchased for each child ($600 per class) specific to the needs of the family. | [ ]  |
| The Transition Coach will provide follow up to families with regarding any problems with children’s attendance.  | [ ]  |