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**Transition checklist**

Person’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Checklist | Yes | No | Action  | Who’s responsible? | Date |
| Transition co-ordinator identified |  |  |  |  |  |
| Transition team established |  |  |  |  |  |
| Diagnostic and assessment reports collated |  |  |  |  |  |
| Planning matrix completed by transition team |  |  |  |  |  |
| Professional learning for teachers identified |  |  |  |  |  |
| School familiarisation and transition plan developed |  |  |  |  |  |
| Thoughts and comments from student |  |  |  |  |  |
| Specialist consultation |  |  |  |  |  |
| Methods of home school communication established |  |  |  |  |  |
| Individual learning plan developed |  |  |  |  |  |
| Plans to support student |  |  |  |  |  |
| Plans to support family |  |  |  |  |  |
| Plans to support teaching team |  |  |  |  |  |

Adapted from ‘Planning a successful transition to primary/secondary school’ Victorian DEECD and Monash University 2012