




**KINDERGARTEN TRANSITION PROCEDURES FOR CHILDREN’S DEVELOPMENTAL SERVICES OF
CAMPBELL COUNTY (CDS-CC) AND CAMPBELL COUNTY SCHOOL DISTRICT (CCSD)**

for students with disabilities in order to:

-  Develop positive working relationships with families
-  Meet compliance requirements
-  Provide a continuity of services

Month	CDS-CC	CCSD
December	<p>Case managers compile a list of children who could potentially go to Kindergarten in the Fall.</p> <p>Staff begins talking to parents about Kindergarten transition procedures</p> <p>Staff obtains permission to Obtain/Release Information from CDS-CC to CCSD and the Consent to Invite CCSD to Transition Meeting/s</p>	
January	<p>Case managers obtain home school information from parent</p> <p>Case managers prepare progress narratives and Teaching Strategies GOLD reports for each student</p> <p>Case managers make recommendations on children who may need further evaluation to assist with placement options</p> <p>CDS-CC Transition Coordinator will meet with CCSD regarding students who may need further assessment to assist with placement options</p>	<p>CCSD Transition Coordinator will meet with CDS-CC staff to discuss students who may need different program placement options, thus needing an evaluation</p> <p>The CCSD Transition Coordinator will work with CDS-CC staff to gain consent to evaluate and conduct a parent interview</p>
February	<p>CDS-CC will prepare Transition Booklet</p> <p>CDS-CC will gain consent to evaluate children who are being recommended for observation or further evaluation by CCSD</p> <p>CDS-CC staff will give parents information and support regarding Kindergarten Registration which may include a recommendation for exemption from kindergarten screening for those being evaluated by CCSD or for other appropriate reasons as</p>	<p>CCSD will choose days in May for IEP meetings</p> <p>CCSD staff including: OT, PT, SLP, Kindergarten Resource Teacher, Jr. Kindergarten Teacher, Case Manager, and CCSD Transition Coordinator will attend informational meetings at CDS-CC as scheduled</p> <p>All children in Campbell County must register with their elementary school and schedule a screening visit</p>

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	<p>determined by the Transition Coordinators</p> <p>CDS-CC staff will meet with kindergarten teachers prior to screening so they are informed about the children coming through the screening process</p>	
March	<p>CDS-CC staff will assist CCSD staff in the assessment process for those needing additional assessments</p>	<p>Kindergarten Screening will take place at the child's resident elementary school. Recommendations are made for Jr. Kindergarten consideration</p> <p>CCSD will complete additional assessments and observations</p>
April	<p>CDS-CC staff will meet with Jr. Kindergarten staff to discuss children who may be appropriate placements in Jr. Kindergarten.</p> <p>CDS-CC OT's will meet with CCSD OT's regarding children receiving or being considered for OT services.</p> <p>CDS-CC SLP's will meet with CCSD SLP's regarding children receiving articulation only services.</p>	
February through April	<p>CDS-CC will continue to hold IEP reviews for children as needed and will invite CCSD staff</p> <p>CDS-CC will be responsible for completing IEP paperwork</p> <p>CDS-CC will work with families to schedule IEP meetings far enough in advance in order for CCSD staff to be able to schedule and prepare to write CCSD IEP</p>	<p>IEP meetings will be held for students being evaluated by CCSD. CCSD will work with CDS-CC to schedule the meetings. CCSD will be responsible for the Eligibility and IEP paperwork and assessment reports. IEP's will be initiated the first day of Kindergarten</p> <p>When invited to an annual review by CDS-CC, CCSD will be responsible for also completing IEP paperwork. IEP's will be initiated the first day of Kindergarten</p>

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<p>April through May</p>	<p>CDS-CC staff will work with families and CCSD to schedule IEP meetings.</p> <p>CDS-CC staff will make copies of all IEP legal documents. The original documents are given to CCSD at the IEP meeting.</p>	<p>IEP meetings will be held for students transitioning to kindergarten at CDS-CC. CCSD will be responsible for the IEP paperwork. IEP's will be initiated the first day of kindergarten</p>
<p>June through August</p>	<p>CDS-CC staff will work with families to keep updated on kindergarten plans (i.e. home school changes, decisions on going or not)</p> <p>Exit process of CDS-Kindergarteners continue through the summer and all will have an exit by July 31</p>	
<p>August</p>	<p>CDS-CC will Transfer requested paperwork electronically</p>	<p>CCSD Transition Coordinator will ensure that the staff at the school where the student will be attending Kindergarten has all the necessary special education information</p>