

The following are three examples of Interagency Agreements between Head Start programs and public school districts. All identifying information has been removed.

CHILD & FAMILY DEVELOPMENT PROGRAM - Head Start Center
 And
 School District
 TRANSITION PLAN for 2007 to 2008

The following outlines the Head Start transition activities that have been established, along with planned coordinated efforts with the School District and Elementary. The Transition Plan from Head Start to kindergarten includes cooperative activities that will provide for the smooth transition of children and families leaving Head Start and entering the public school system.

	TIMELINE	OBJECTIVES	PROCEDURES FOR SCHOOL SYSTEM	PROCEDURES FOR HEAD START
1.	August-October	To increase communications and support to Head Start families and School District families.	Principal and HS center manager meet and Review agreement and process from previous year. Propose changes to strengthen partnership. Arrange for kindergarten teachers to meet with Head Start staff, ideally within the first 4 weeks of students entering school. Coordinate this meeting with the biweekly grade level meetings. Share curriculum, assessment, and other program information, seek input regarding incoming HS children.	Principal and HS center manager meet to review agreement and process from previous years. Propose changes to strengthen partnership. Arrange for Head Start staff to meet with kindergarten teachers. Share Creative Curriculum and Curriculum goals, as well as information about individual students.
2.	Sept/Oct	Ensure continuity of relationships post-transition.	Principal or kindergarten staff provide Head Start center manager and/or staff with verbal or written feedback regarding children's transition, Progress Report Information, and areas in need of strengthening. Feedback will be focused on kindergarten readiness expectations and the helpfulness of information provided by Head Start staff. This feedback could be included during initial annual meeting (above).	Share and discuss the feedback from staff. Information will be helpful for Head Start to plan curriculum activities for the following year and will be helpful in completing Progress Reports for the following year.
3.	Jan-March	To familiarize the school system with students from Head Start and the Head Start program and to also familiarize Head Start with the school system.	Make arrangements for teachers (this may include ELL teachers) or district representatives to visit a Head Start center for classroom observations. The school will notify Head Start in advance to set the time and place for these observations.	Make arrangements for HS teachers or Head Start representative to visit schools for classroom observations.

4.	April-May	To support smooth transitions for children leaving HS and entering the school system who are identified as having a suspected disability, a special need, or a second language.	School will use information provided by Head Start in planning student placements. School will return a list of classroom placements to the Head Start center manager when available.	Head Start center manager will send a list of names, addresses, and other directory information of all Head Start children expected to enroll in the upcoming school year (to the principal or vice principal). HS center manager will also include information to facilitate placements of children in appropriate classrooms.
5.	April-May	To support smooth transitions for children who have an identified disability.	Receive files from NWRESD and review. Attend and participate in early staffing and transition meetings to gather pertinent information regarding special needs of the child and family.	Head Start will participate after NWRESD and School District notifies the Head Start of the staffing the transition meeting date. Share IFSP process with parents.
6.	March-May	To ensure all Head Start children are registered for kindergarten in the spring.	Provide registration information and packets to Head Start program, prior to scheduled parent transition group meeting. Provide flyers in English and Spanish.	Head Start center manager will contact school principal or designee to determine calendar of events for transition events and information. Head Start center manager will receive registration packets and distribute to HS staff. Staff will work with families to register before the end of the Head Start year.
7.	March-May	To familiarize HS parents and children with school staff and facility.	School will provide Head Start with date and time of round up/open house. Flyers will be in English and in Spanish. Children attending round up will meet with K teachers and participate in an activity while parents are attending the round up. Parents attending round up will receive a tour of the school.	Encourage parents to attend kindergarten round up/open house Head Start will send out open house/round up information to all families. Head Start staff will attend open house/round up to support families.
8.	April/May	SAME AS ABOVE	School will provide space for Head Start end of the year celebration. School principal or	Head Start center manager will contact principal or designee about

		representative will attend end of the year celebration to meet parents and encourage attendance at school transition events. If desired, principal will provide tour of school to parents.	scheduling end of year celebration at the school. Head Start staff will encourage parents to attend the end of year celebration, and will let the school know how many parents will be attending.
9.	May-June	Ensure adequate information is conveyed to K teachers for all children.	Special education coordinator or school representative will receive Creative Curriculum Progress Reports and kindergarten letter from Head Start before final day of school in June. Distribute Progress Reports and kindergarten letter to appropriate teacher in September. Complete Creative Curriculum progress reports and "dear kindergarten teacher" letter with parents. HS center manager will provide these reports to the school before the end of June.
10.	May	Provide information to Head Start families about transition.	School principal or representative will attend Head Start's annual parent group meeting focused on transition to introduce and provide information about kindergarten. Head Start will hold an annual parent meeting focused on transition. Parents with kindergarten experience will be invited to talk about their experiences. Head Start center manager will invite the school principal to attend and present at the meeting.
11.	April-June and ongoing	To make age appropriate referrals to the school system and to Head Start.	Refer preschool children, children with disabilities and children with suspected disabilities who will be k3 or 4 ears old before September 1 st of the current school year to Head Start. Distribute Head Start recruitment flyer with school newsletter at least once per year. Refer to School District any identified school age children who are not enrolled in school.
12.	Ongoing	To support effective services for children in kindergarten.	Request additional information from Head Start to support child and family when necessary. Obtain parent releases as necessary. Receive the release of information (as necessary) and share the information requested.
13.	Ongoing	To assist in interagency communication between Head Start and the public schools, and to facilitate resource sharing.	Notify Head Start of School District events, staff and parent training and timelines. Send information to the center director via email. Notify School District of Head Start events and staff and parent training available. Send information via email to the Vice Principal.

REVIEWED AND ACCEPTED BY SCHOOL DISTRICT AND HEAD START

Elementary School Date

Child and Family Development Program Date

School District Date

Head Start Center Date

CHILD & FAMILY DEVELOPMENT PROGRAM - Head Start Center
and
SCHOOL DISTRICT
-- TRANSITION PLAN for 2007-2008--

The following outlines the current transition activities that have been established along with planned coordinated efforts with School District # . The Transition Plan from Head Start to kindergarten includes cooperative activities that will provide for the smooth transition of children and families leaving Head Start and entering the public school system.

	TIMELINE	OBJECTIVES	PROCEDURES FOR SCHOOL SYSTEM	PROCEDURES FOR HEAD START
1.	September	To provide feedback to HS program on children's school readiness	During assessment period. K teachers will take note of any areas in which Head Start children may need more support. Principal or designee will call HS center manager with feedback annually.	Center manager receives feedback from principal and works with teachers to strengthen program emphasis on areas in need of improvement.
2.	November	To ensure successful transitions for all children.	Review transition agreement and process from previous year. Propose any desired changes to strengthen partnership.	Review transition agreement and process from previous years. Propose any desired changes to strengthen partnership.
3.	Ongoing	To make age appropriate referrals to the school system and to Head Start.	Refer preschool children, children with disabilities and children with suspected disabilities who will be 3 or 4 years old before September 1 st of the current school year to Head Start.	Refer to District # Administration any identified school age children who are not enrolled in school.
4.	January /February	To coordinate transition activities between HS and receiving school.	Provide HS center manager with information about key dates for transition activities, including Round up dates/times, date registration packets will be ready for distribution, open house/orientation dates, and any changes in enrollment process, options, or information,	Contact receiving school principal to obtain information about key dates for transition activities, including Round up dates/times, date registration packets will be ready for distribution, open house/orientation dates, and any changes in enrollment process, options, or information. Add to program calendar and share this information with HS staff.
5.	March /April	Facilitate communication between parents and schools.	Send a representative to Head Start's transition-focused parenting meeting to answer questions and provide overview of registration, enrollment, kindergarten program.	Hold one group parent meeting focused on transition information sharing. Invite former HS parents or parents with children in school to attend. Center manager coordinate with principal to schedule date so school representative can attend.
6.	March /April	To support parents to	Provide HS program with registration packets in	Work with parents to complete and

CHILD & FAMILY DEVELOPMENT PROGRAM - Head Start Center
 And
 SCHOOL DISTRICT #
 TRANSITION PLAN for 2007 to 2009

The following outlines the current transition activities that have been established, along with planned coordinated efforts with School District # . The Transition Plan from Head Start to kindergarten includes cooperative activities that will provide for the smooth transition of children and families leaving Head Start and entering the public school system.

	TIMELINE	OBJECTIVES	PROCEDURES FOR SCHOOL SYSTEM	PROCEDURES FOR HEAD START
1.	September/October January	To increase communications and support to Head Start families and School District # families.	Arrange for kindergarten teachers to meet with Head Start staff. Review agreement and process from previous year. Propose changes to strengthen partnership.	Arrange for Head Start staff to meet with kindergarten teacher. Share Creative Curriculum and Curriculum goals. Review agreement and process from previous years. Propose changes to strengthen partnership.
2.	Early Spring	To familiarize the school system with students from Head Start and the Head Start program and to also familiarize Head Start with the school system.	Make arrangements for teachers (this may include ELL teachers) or district representatives to visit a Head Start center for classroom observations. The school will notify Head Start in advance to set the time and place for these observations.	Make arrangements for HS teachers or Head Start representative to visit schools for classroom observations.
3.	After classroom observation by school	SAME AS ABOVE	Assist in giving input as requested or needed on curriculum activities for transition.	Head Start will discuss and integrate developmentally appropriate practices from School District # 9's input into transition activities.
4.	March-May	To assist in the provision of a smooth transition for children leaving Head Start and entering the school system, who are identified as having a second language.	School District will notify Head Start of their intent to complete Home Language Survey and PRE-LAS at least one month prior. School District # will complete Home Language Survey and PRE-LAS as needed. Process and survey will be shared with parents.	Upon request of District # , send directory information to the school. Share PRE-LAS process with parents. Assist District # with scheduling PRE-LAS if during Head Start class time.
5.	March-May	Ensure adequate information is conveyed to K teachers for children with disabilities.	Receive files from NWRESA and review. Attend and participate in early staffing and transition meetings to gather pertinent information regarding special needs of the child and family.	Head Start will participate after NWRESA and School District notifies the Head Start of the staffing and transition meeting date.

6.	March/April/May	To familiarize children and their families leaving Head Start with the school system.	Provide pre-registration information for children leaving Head Start, which could include flyers and interpreters for English Language Learner families.	Encourage parents and children to attend kindergarten registration at the <i>building</i> where children will be attending kindergarten. This may be completed at the time the Head Start family visit to the School is accomplished.
7.	March/April/May	SAME AS ABOVE	Provide an opportunity for parent sto meet with school personnel. School will provide Head Start with date and time of open house through flyers. Flyers will be in English and in Spanish.	Encourage parents to attend kindergarten open house to expand their involvement with their child's education after the child leaves Head Start. Head Start will send out open house information to all families.
8.	April/May	SAME AS ABOVE	Allow opportunity for Head Start parents to visit kindergarten classroom and tour library. Provide space in the library area for Head Start transition conference/home visit. Allow the parent, child, and Head Start teacher to visit the kindergarten classroom and participate in a classroom activity.	Provide transition activities in learning centers within the Head Start classrooms and send home summer packets. Summer packets will include community events (library storytime etc.) Provide an opportunity for families to complete the final home visit or <i>P-T conf.</i> at the school. Schedule and coordinate the visit/ <i>conf.</i> with the school district staff.
9.	April/May/June	Ensure adequate information is conveyed to K teachers for all children.	Receive Progress Reports, kindergarten letter, release of information and portfolios from Head Start before final day of school in June. Distribute Progress Reports, kindergarten letter, and portfolio to appropriate teacher in September.	Obtain release of information from parent and share all information with parents. After information is shared and releases signed, send Progress Report and kindergarten letter to school. Progress Report and kindergarten letter will be sent separate from child portfolios.
10.	April-June and ongoing	To make age appropriate referrals to the school system and to Head Start.	Refer preschool children, children with disabilities and children with suspected disabilities who will be 3 or 4 years old before September 1 st of the current school year to Head Start.	Refer to District # Administration any identified school age children who are not enrolled in school.

11.	Sep/Oct	Ensure continuity of relationships post-transition.	Provide Head Start with verbal or written feedback regarding Progress Reports from the following year. Feedback will be focused on kindergarten readiness expectation and the helpfulness of information provided.	Share and discuss the feedback. Information will be helpful for Head Start to plan curriculum activities for the following year and will be helpful in completing Progress Reports for the following year.
12.	Sep-Jan	SAME	Request additional information from Head Start to support child and family when necessary. School District will obtain a release of information and provide to Head Start.	Receive the release of information and share the information requested.
13.	Ongoing	To assist in interagency communication between Head Start and the public schools.	Notify Head Start of School District events, staff and parent training and timelines. Send information to the center.	Notify School District of Head Start events and staff and parent trainings available. Send information to Title 1 coordinator at District office.

REVIEWED AND ACCEPTED BY SCHOOL DISTRICT AND HEAD START

Elementary School Principal Date

Child and Family Development Program Date

School District Superintendent Date

Head Start Center Date