

## MEMBERS OF THE TRANSITION PLANNING TEAM

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1. Student/Family – student, parent(s)/guardian, advocate
2. Community Agencies – psychologist, social worker, community and/or health agency representatives, further educational representatives, workplace co-ordinator or representative
3. School – special education teacher, classroom/subject teacher(s), guidance counsellor, School Support Counsellor, co-op teacher, principal, special education central staff (Supervising Principal for Special Services or Administrator of Special Education)

## INFORMATION SHARING

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- The Renfrew County District School Board and the Renfrew County Catholic District School Board co-sponsor a fall and a spring information meeting, inviting all community agencies to bring information to school representatives of what is available and how parents can access these services for their children.
- In January or February, Secondary Special Education Department Heads host an information session for all feeder schools to outline what special education services are available in their school.
- The school provides a facility for co-ordinating services and information regarding the child's educational

and/or related needs. The school will also facilitate and enhance communication with parents and community services, at each of the transition periods, which services will best meet the child's needs. This will ensure that information is shared for all services available in Renfrew County with schools, principals and special education staff.

- At age 14, transition plans become an important element of the IEP. A fall meeting is held in the final year of elementary school to discuss proposed secondary program opportunities and options. At the spring IPRC meeting with all partners, this plan is finalized and will assist with the transition into secondary school.
- During the students' final year at secondary school, a transition meeting will be held in the fall with all relevant community agencies, to explore and outline possible options and supports for post-secondary experience.
- A follow-up transition meeting, as part of the IPRC, is held in the spring to finalize the proposed plan.

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Renfrew County District School Board  
Special Education Department  
Mary Street Education Centre  
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Web: [www.renfrew.edu.on.ca/speced/RCDSB\\_SpEd\\_Home.htm](http://www.renfrew.edu.on.ca/speced/RCDSB_SpEd_Home.htm)  
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March 2008



RENFREW COUNTY  
DISTRICT SCHOOL  
BOARD

## Special Education Department

## INFORMATION BROCHURE

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# TRANSITION PLANNING

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*When used in this document, the word  
"parent" includes guardian.*

**The Renfrew County District School Board recognizes the value of co-ordinated communication for all students.**

In support of this recognition the RCDSB provides for three distinct transition periods. These periods, which occur through a special education student's academic years, provide a seamless transition that helps the child socially, emotionally and academically.

It is the responsibility of the principal, school staff, special education central staff, local community services and the parents to assist with these successful transitions.

The three transition periods are:

- Pre-school to school
- Elementary to Secondary
- Secondary to Post-Secondary Experience

**SPECIAL EDUCATION TRANSITION PLANNING SCHEDULE**

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**FIRST TRANSITION\*\***  
Pre-School to School

Case Conference and IPRC to admit new student into JK or SK or Grade 1. School and parent invites community agencies involved in pre-school programming to share important information about child so appropriate steps can be initiated in the school setting.



***At age 14, Transition Plan on IEP is begun and updated regularly.***

**SECOND TRANSITION\*\***  
Elementary to Secondary

Sending school (elementary) and receiving school (secondary) share important information about the student's educational needs. Outside community agencies are invited to attend for their input into student needs and to provide insight into future plans associated with the child.



***A Transition Plan as part of the IEP is a "working document" reflecting ongoing changes.***

**THIRD TRANSITION\*\***  
Secondary to Post-Secondary Experience

During the grade 9 year, a fall meeting is held to establish goals for high school. Community agencies are invited to share. Plan is updated yearly. Fall of final year in secondary, all personnel involved meet to review post-secondary plans or workplace destinations. Assess that all possible transition information is in place.

\*\*External admissions are dealt with on an individual basis