Since there were no transition meetings occurring prior to the due date of this assignment, I interviewed the resource teacher and administrator at one of the middle schools and I will also share how transition meetings are run at my high school.

Being in a rural area, the schools are fairly small and generally only have one or two classes moving from one school to the other. In this case, only one grade five class transitions from the elementary school to the middle school. Near the end of the school year, the resource teacher from the middle school contacts the resource teacher at the elementary school. Together they pick a day and time for both ESS teams and the grade five and six teachers to meet. At that meeting, they discuss every student transitioning. Information is shared regarding reading level, academics, behaviours and social issues. At the meeting, any extra visits students may require are planned then as well. If there is a student coming with high needs from the elementary school, a separate meeting will be planned that will involve parents and any outside agencies. They also hold transition meetings as needed throughout the school year for any students with special needs transferring in or out of the school. I have included a sample transition form.

At the high school where I work, we hold transition meetings in the spring with the feeder schools and in the fall with the teachers on staff. In the spring we invite each of the three middle schools to bring their ESS Team to our school to discuss the grade 8s that will be arriving to our school in the fall. We discuss all the grade 8 students coming in since two of the schools have only one grade 8 class each and the other middle school has two classes of grade 8. We try and learn as much as possible about these new students such as friends, interests, academics, behaviours and any other information that will make it easier for them to start high school. I have included the form sent to the middle schools on the website.

In the fall, the teachers of each grade level meet with a member of the ESS team and we go over some of the information from the transition meetings in the spring. We do not share confidential information with the teachers. We go over academics and general behaviour information. For the teachers of grade 10, 11 and 12 we do the same.

Throughout the year for modified and individualized grade 12 students, the resource teachers will meet with parents to make plans if they are planning to leave school that year. Resource will help them access any programs that are available and set up meetings with outside agencies. Before graduation, resource and guidance will meet with the student and the family to discuss plans for the next year and help them transition to the next phase of their life.