# CPS Transition Form Webinar

Directors' Webinar

# Introduction

- This webinar is intended to walk the Center Director through useful background information regarding Cambridge Public Schools (CPS) Transition Form Pilot.

- This Transition Form is intended to provide CPS Kindergarten teachers with useful information about a child who he or she will have in their Kindergarten classroom in September 2017.

- This form is also intended to permit preschools and CPS Kindergarten teachers to communicate with each other to support a child's transition from one setting to another.

# Didn’t we try to do this years ago?

- About 6 or 7 years ago, there was another attempt at using a Transition Form.
- Because forms have to be manually sorted and delivered to the child’s school, it was not as successful as hoped.
- This time, forms will be directly uploaded into CPS’s online student reporting system, ASPEN.
- This means that the form will be attached to a child’s “student record” no matter which school the child actually attends.

# Who created this Transition Form?

- This form was created by the Birth to Grade Three Alignment Leadership Team that met between March and December 2015.
- Many of the people who helped develop this form are preschool directors or teachers; others work in related fields.
- They reviewed approximately seven different existing Transition Forms from the Greater Boston area.
- Kindergarten teachers then provided input on the form.

# What data is on the Transition Form?

- Information about the child:
  - Name and date of birth
  - Number of siblings
  - Language spoken
  - Major health concerns
- Information about the Center
  - The Center's name
  - Contact information for person filling out the child's form

# What other data is on this form?

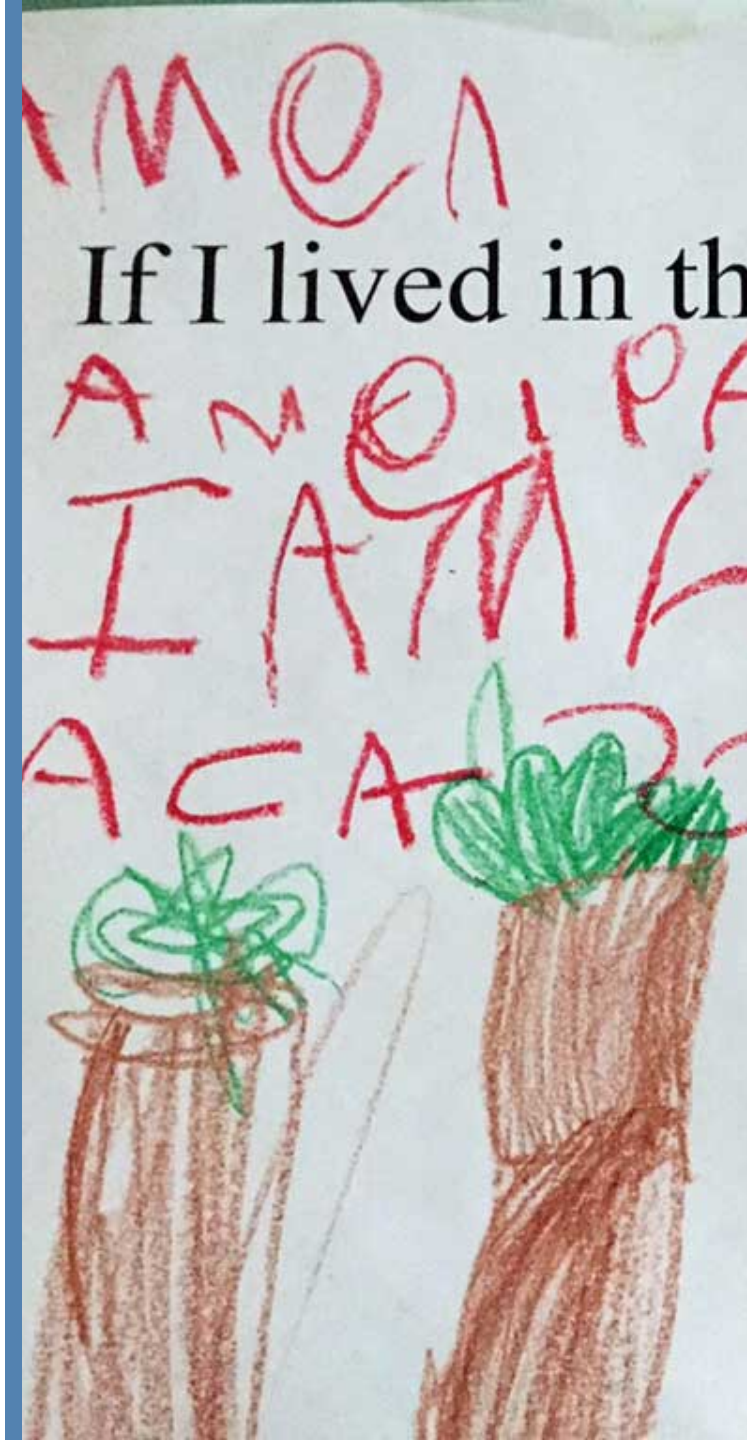
- Formative assessments on the child's:
  - Social/emotional and life skills
  - Physical and self-help skills
  - Learning and language skills
  - Support services that the child is or has received

- None of the information on this form is about the child's ability to recognize letters or early math skills as that is not what Kindergarten teachers were interested in knowing.

# Do parents have to give permission to share all this data?

**Yes**

- Parents have to agree to let the Center share the form with CPS.
- Parents also have to agree to permitting:
  - CPS to contact the Center
  - The Center to discuss the child with CPS



# What if the parent doesn't agree?

- Parents have the right to refuse to allow the form to be shared with the CPS.
- Parents also have the right to refuse to let CPS contact the Center and for the Center to discuss the child.
- To avoid this, Centers may want to help parents understand that sharing information with the child's next educator will ease his or her transition from one setting to the next. To make this easy, feel free to use the parent handout found on the CPS website.

# For Whom Should I Complete a Form?

## Yes

- Any child leaving a Center to enter a CPS Kindergarten

- Any child who is entering a Junior Kindergarten or a “regular” Kindergarten class

## No

Do not fill out a form for a child going either to the CPS Tobin Montessori 3-year old or Fletcher Maynard Academy Scholars College.

# How will this form find its way to the child's Kindergarten teacher?

- The Center will upload a child's form to CPS's secure server.
- The uploaded form will be attached to the child's "student record" in CPS's online student data system, ASPEN.
- The child's Kindergarten teacher will have online access to his or her classroom roster and the child's record.

# How will the Kindergarten teacher know there is a Transition Form for a child?

When the Kindergarten teacher goes into her classroom roster, he/she will see an “Alert” on a child’s record header. When he/she opens, the “Alert” the following text will pop up.
*(Please note that this is not an alert done for a real child, but just a sample.)*

**Not A Real Student, Not A Real Student**

Other Alert

**This student has a pre-school transition form Please click the student's document side tab to view it**

# What Format Does the Form Come in?

**Recommended Option

## Google Form

*The Google Form may filled out and submitted online.*

ONLINE OPTION

## Adobe PDF

*The PDF form may be downloaded and filled out by hand.*

HANDWRITTEN OPTION

# Why Choose the Google Form Format?

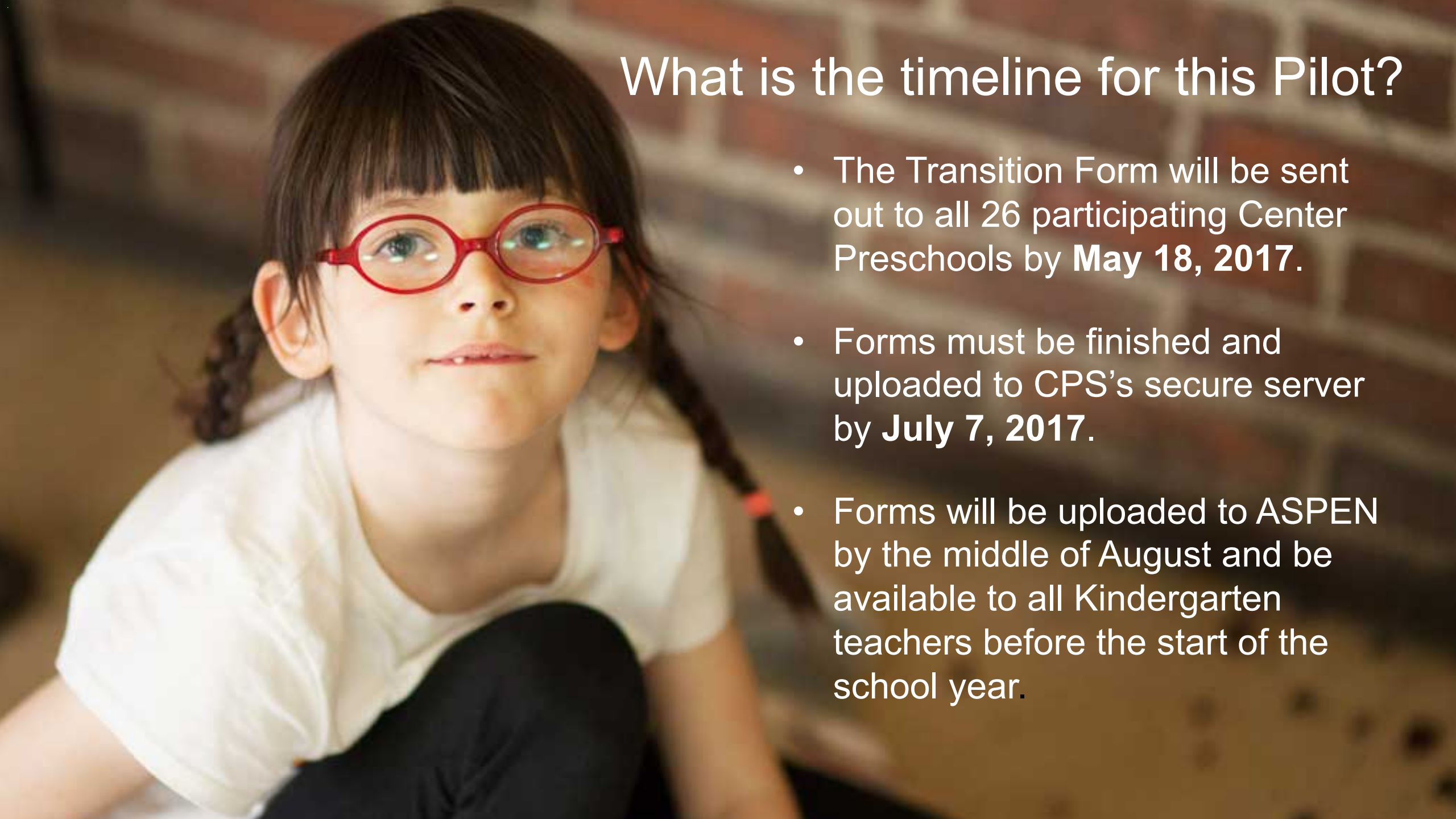
- Can be filled out on the computer
- Easy to read
- Doesn’t allow you to skip entering information
- Requires no printing

**Recommended Option

# Why Choose the PDF Format?

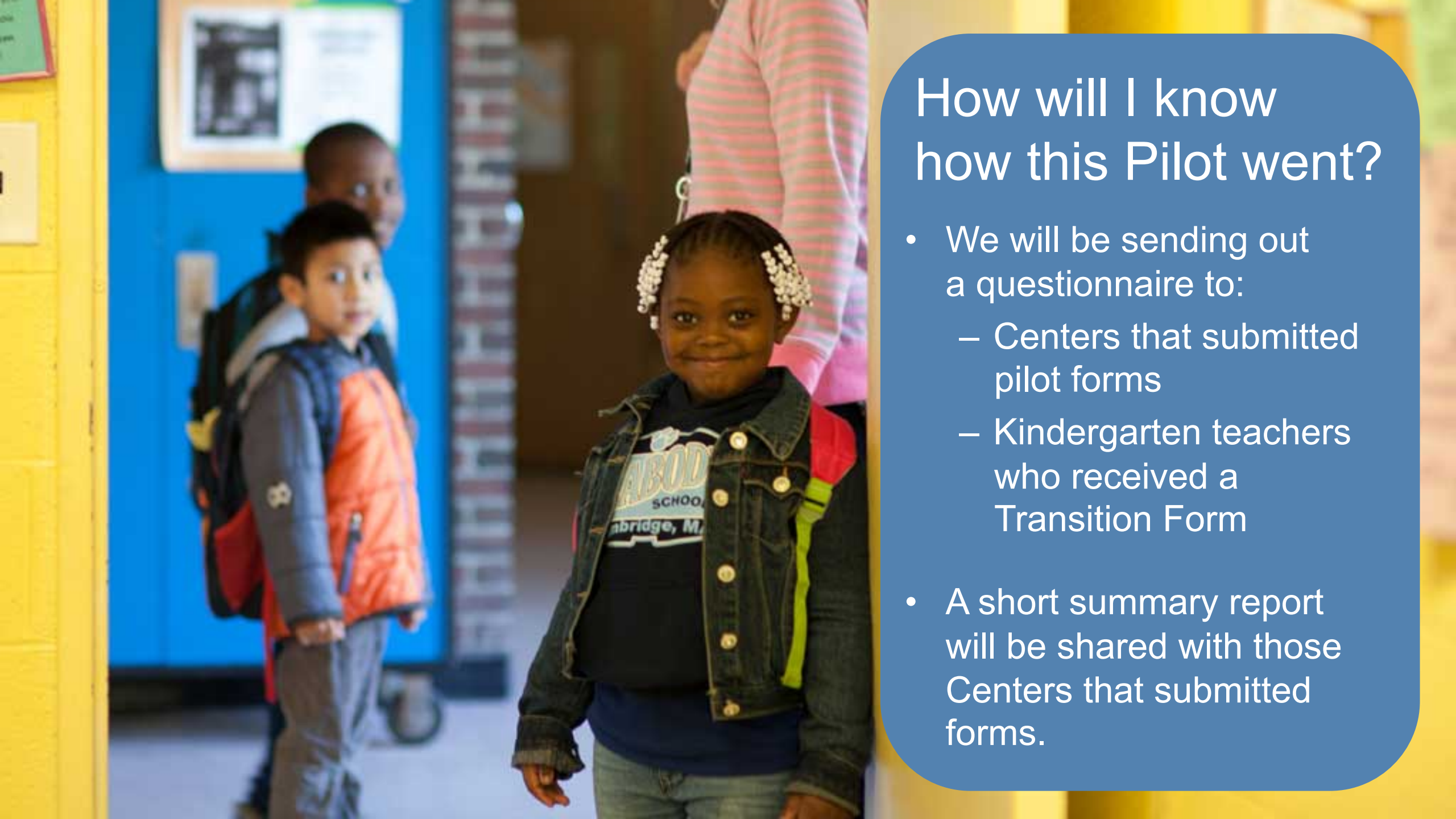
- Doesn’t require a computer.
- If the Center has permission to share information that also allows the Center and CPS to exchange information, the Center just needs to put the date the release was signed into the Information Release section.
- Forms must be scanned and turned into a PDF before being uploaded into CPS’s secure server.

IMPORTANT: Forms must be scanned and turned into a PDF before being uploaded into a CPS’s secure server. The Provider Profile must be copied from the “master” Provider Profile to child’s Transition Form section by section.



# What is the timeline for this Pilot?

- The Transition Form will be sent out to all 26 participating Center Preschools by **May 18, 2017**.
- Forms must be finished and uploaded to CPS's secure server by **July 7, 2017**.
- Forms will be uploaded to ASPEN by the middle of August and be available to all Kindergarten teachers before the start of the school year.



# How will I know how this Pilot went?

- We will be sending out a questionnaire to:
  - Centers that submitted pilot forms
  - Kindergarten teachers who received a Transition Form
- A short summary report will be shared with those Centers that submitted forms.

# Questions?

Please call one of the following people:

- Ellen Wolpert
  617.349.6188
  EWOLPERT@CPSD.US

- Lei-Anne Ellis
  617.349.6554
  LELLIS@CPSD.US

Thank You for Supporting Children's Transitions into CPS Birth-3rd Grade Partnership.

The Birth – 3rd Grade Partnership