



Dear Teachers and Caregivers:

We in the Early Learning Department at Seattle Public Schools are eager to work with you to transmit PreK-Kindergarten Transition information to children’s new teachers in a timely fashion. If you have a relationship with the elementary school(s) your students will be attending, and wish to pass on files directly, please do so. But if you are sending students to a variety of schools, we are happy to deliver PreK-K files on your behalf.

Here’s the process we suggest:

- Teachers/Caregivers: Please ask parents’ permission to share their children’s information. You can use your own release of information form or the Seattle Schools Mutual Exchange form. Both are online at www.tiny.cc/EarlyLearn
- Make a copy of your program's transition summary describing the child's learning while in your program.
- For each student, include a cover sheet with the following information (or use the form below):
 - Name of elementary school to which the student is assigned for Fall (or write "Unknown")
 - Child’s full name
 - Date of birth
 - Name/address of your program/family child care
 - Teacher/caregiver name and contact information (telephone and/or email)
- Group students in files or folders by elementary school

When teachers have compiled their students' reports with the cover sheet below, please send them to Seattle Schools at the address listed at the bottom of this page, or contact me to make arrangements. SPS Early Learning will deliver reports to teachers in late August.

Thank you for partnering to make the transition to Kindergarten positive for our children!

Mary Fickes
Early Learning Coordinator, Seattle Public Schools
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Note: this form can be filled in online at www.tiny.cc/EarlyLearn - click on "Resources"



Transition Exchange Cover Sheet
(please attach a cover sheet to each student file)

Elementary School: _____

Child’s full name _____ Date of Birth _____

Preschool/Child Care/Family Name & Address: _____

PreK Teacher/Caregiver name & contact info:

<i>Name</i>	<i>Telephone</i>	<i>Email address</i>
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DELIVER TO: Early Learning Department - Seattle Public Schools
John Stanford Center ~ MS 31-588 ~ P.O. Box 34165 , Seattle WA 98124