



Dear Teachers and Caregivers:

The Seattle Public Schools' Early Learning Department wants to support every child's successful transition into kindergarten. One way to do this is by strengthening connections between early learning educators and Seattle Public Schools' kindergarten teachers. With parent/guardian permission, we invite you to share a summary of students' early learning experience at your program. If you know the teachers at the elementary school(s) your students will be attending you can contact them directly. However, if you are sending students to a variety of schools, we are able to deliver transition information on your behalf.

Suggested process:

- Teachers/Caregivers: A parent/guardian must provide written permission to share early learning summaries with a kindergarten teacher at Seattle Public Schools.
- Make a copy of your program's transition summary describing the child's learning while in your program, or, if your program uses *Teaching Strategies Gold*, make a paper or electronic copy of the TSG Spring Individual Child Report.
- 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 student information by elementary school in files or folders.
- 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 collaborating 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](http://www.tiny.cc/EarlyLearn) - click on "Resources"*

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**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 Child Care Name: \_\_\_\_\_

\_\_\_\_\_  
*Street Address* *City* *State* *Zip Code*

PreK Teacher/Caregiver name & contact info:  
\_\_\_\_\_

*Name* *Telephone* *Email address*

**DELIVER TO:** Early Learning Department - Seattle Public Schools  
John Stanford Center ~ MS 31-588 ~ P.O. Box 34165 , Seattle WA 98124