



Coffee Chat

with the Diverse Learners Cooperative

Case Manager Close Out Part I: Successful Student Transitions

- Friday, May 7th
- 8:30 - 8:45am CST



The Diverse Learners Cooperative is a nonprofit organization that connects teachers and leaders with professional **learning, resources,** and **networks** to improve outcomes for diverse learners + increase teacher and leader retention

Today's Mission

- How do we effectively transfer knowledge of students to new teams?
- How can I collaborate with colleagues and families to prepare students for a successful transition to the 21-22 school year?

AGENDA:

1. Name the Challenge
2. Strategy #1
3. Strategy #2
4. Q & A



Preparing Students for a Successful Transition

What is the current challenge?

- Every student will be experiencing some type of transition next year...new teachers, new grades, new schools, even a return to in-person.
- Some students will have been learning from home for over 400+ days.
- Teachers and administrators have a LOT of information coming at them at the beginning of the school year.
- SPED and EL teachers give colleagues the EasyIEP At-A-Glance or ILP at the beginning of the school year, but the reports can be hard to read and many teachers don't really internalize what they say.



Successful Student Transitions

Central Question → What are some strategies we could implement to prepare students for a smooth transition to the 21-22 school year?

Theory of Action → If I give teachers more descriptive information about each student with an IEP or ILP and in an easier to read format, then they will more easily understand and remember the information. This will equip them to more quickly support students with disabilities and English language learners.



Strategy #1 – Case Manager to Teacher Letters

Solution → Create **individual student narrative letters** that could be given to school administrators, the new case manager, and to all of the student's teachers in July.

Sample Elementary School

2021-2022 School Year

Hello educator,

As you get started this school year, I wanted to give you some information about Jane Doe who will be in the 7th grade. I had the pleasure of serving Jane Doe this school year. The following are some questions and answers that will hopefully help you get to know them faster.

- **What type of classroom do they spend most of their day in?** In the General Education class
- **What type of additional supports or services do they get during the school week?** co-teaching in ELA every day and 45 minutes of math intervention pull-out each day. They also get speech therapy once a day.
- **What are some of their personal interests?** grizzlies, music
- **What motivates them to learn?** *|What motivates them? (Example: tangible rewards, high five, public praise)|*.
- **How does the student interact with their peers? Do they have many friends?** has few friends. really shy. but will come out of their shell if you keep asking them questions and praising her
- **What are some positive behavior strategies that really help them and that they respond quickly to?** *|What are some positive behavior strategies that really help them (respond quickly too)? |*.
- **Are there any specific things that trigger challenging behaviors?** *|Are there any specific things that trigger negative behaviors? Please be specific!|*.
- **If I need to contact someone at their home, who should I contact first?** jane
- **What is their relationship to the student?** Mother
- **What is the best way to contact them?** Text
- **Do they have any current medical needs that need to be taken care of at school?** none



Successful Transitions – *Student Narrative Letters*

- ❑ **Document knowledge about students that will be helpful to the next team**
 - Strengths & challenges
 - Successful (and unsuccessful) learning strategies
 - Behavior supports and known reinforcers
 - Parent engagement tips

- ❑ **Gather knowledge from all team members, especially general education**
 - Core content teachers
 - Related service providers, counselors, etc.



Successful Transitions – *Student Narrative Letters*

Two Options:

- 1) Low-Tech → Create a **standard letter** and recreate one for each student on your caseload.
- 2) High-Tech → Create a form letter, create a spreadsheet with answers for each student, and then complete a **mail merge**.
 - a) MS Word and Excel
 - b) Google Docs - use the “Mail Merge” Google Chrome Add-on or “Autocrat” Add-on



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Click image to access
the resources.



Student Narrative Teacher Survey

For each of the students on your caseload, please complete this survey. All the answers will be added to a school spreadsheet. Then we will convert your answers into a form letter for each individual student which then can be shared with members of the IEP team as well as any teacher or therapist that will support the student next school year. Please be as specific as possible when answering the questions. If they don't apply, please put N/A.

Student Name *

Short answer text

Student Grade for the 2021-2022 school year *

Short answer text

Name of person completing this form

Short answer text



Click image to access
the resources.





Student Narrative Teacher Survey (Responses)

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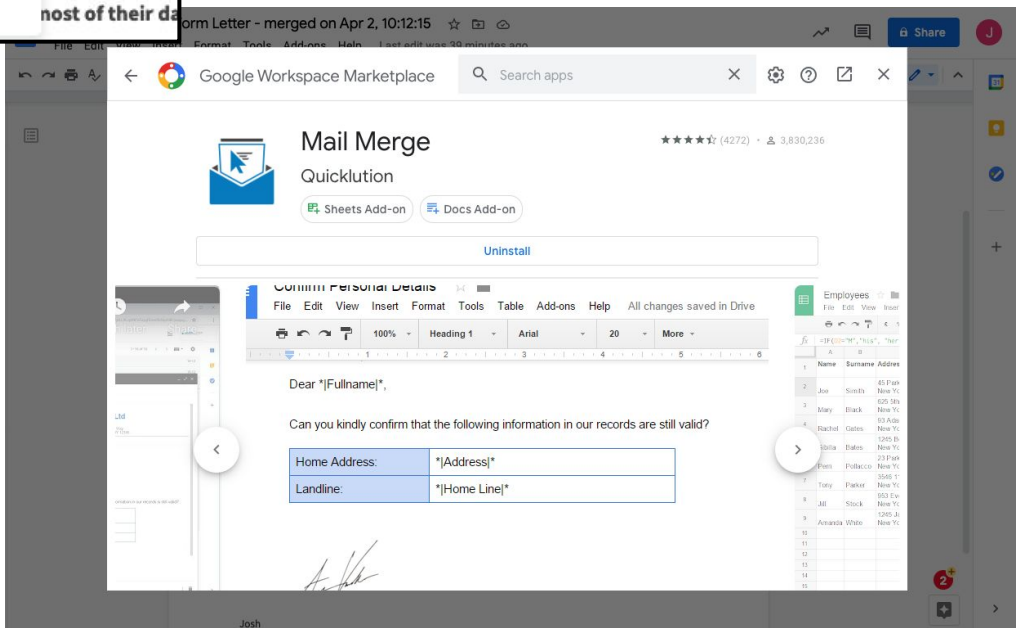
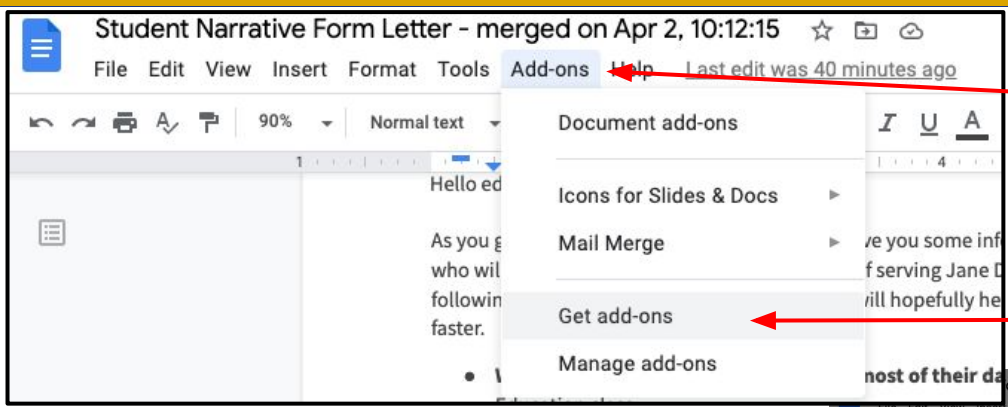


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1	Name of person completing this form	Your email address	Class Type (Majority of their day is spent..."	What are some of the specialized supports/services (from their special education staff or EL teacher) that they get during the school week?	What are some of their personal interests?	What motivates them? (Example: tangible rewards, high five, public praise)	How does the student interact with peers? (i.e. do they have friends? any specific challenges with getting along with peers?)	Are there any specific things that trigger negative behaviors? Please be specific!	What are some behaviors that really help them? (respond quickly)
2	Josh	sample@gmail.com	In the General Education class	co-teaching in ELA every day and 45 minutes of math intervention pull-out each day. They also get speech therapy once a day.	grizzlies, music	public praise	has few friends. really shy. but will come out of their shell if you keep asking them questions and praising her	yelling at her	sample
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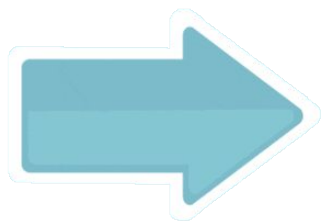
MAIL MERGE



Google Docs Mail Merge



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Recap

Student Narrative Teacher Survey (Responses) ☆ 🗉 📄

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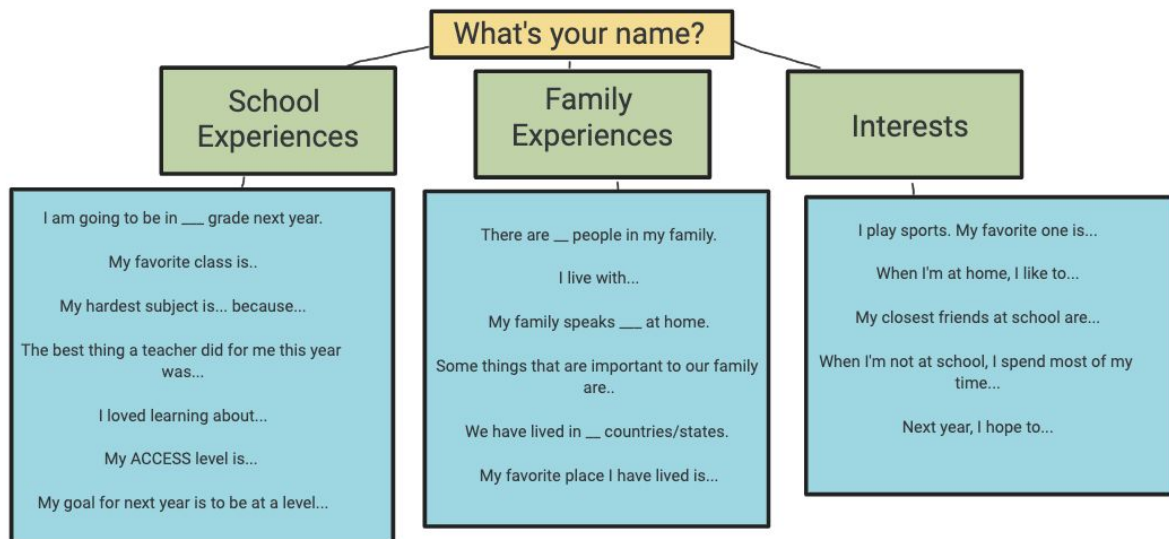
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Mail Merge



Strategy #2 – Student to Teacher Letters

Have the student create a letter or video to introduce themselves to their next case manager.

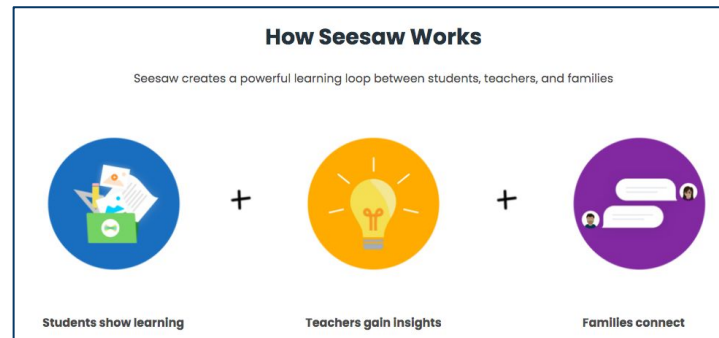


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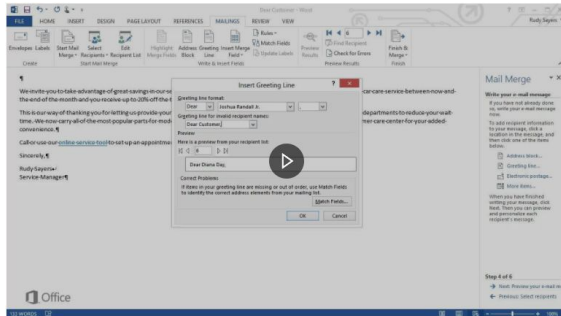
Click images to access the resources.



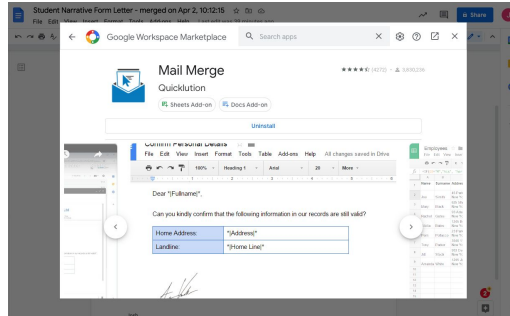
Further Learning – Mail Merge Support

Click each image to access the resources.

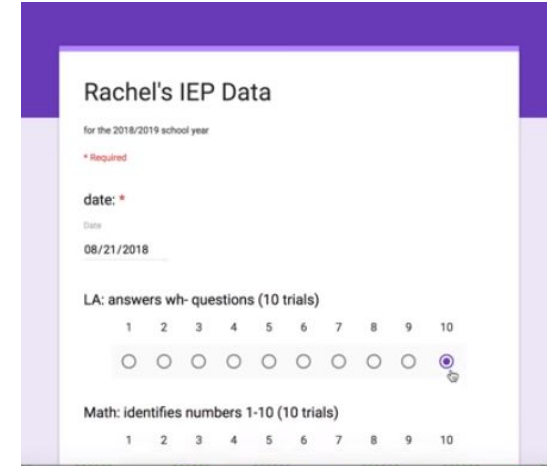
MS Word Mail Merge Video



Google Doc Mail Merge Add-on



How To Create a Google Form



Further Learning – Transition Ideas

Click each image to access the articles.

Helping Children With Special Needs Transition to Kindergarten

Teacher-tested tips for preparing children in early childhood special education for kindergarten.

By [Maddi Bodine](#)

July 2, 2020

FAMILY ENGAGEMENT

Transition Resources for Parents, Teachers, and Administrators

Matt Davis has highlighted resources for parents, teachers, and administrators that can help students make the transition into elementary, middle, and high school -- and beyond.

By [Matt Davis](#)

May 16, 2013 Updated May 26, 2016



Making a Smooth Transition to School



Bonus Transition Ideas!!

- Have a meeting with the case manager for next year + current year's team (involve the student when possible!) Give a rundown of key information about who the student is and what to expect, what they might need to work on, etc.
- Transition exit conference with parents: give packets of skills they can work on over the summer
- Take students for a day to visit potential classrooms they will be in next year to observe and explain to them what they'll be doing next year (give a tour, etc.). Can do this virtually, too - take computer to tour to show students via screen.
- Plan for a designated safe person or transition partner that students can see, recognize, take a break with, etc. in their new environment



Bonus Transition Ideas!!

- Set up a day for the new teacher, parent, coach to have a virtual meeting to review IEP, behavior goals, triggers, etc.
- Send Google form to parents and then give info to new teachers
- Hold a “*What to Expect in __ Grade*” Meeting for the upcoming students
- Invite next year’s case manager to annual IEP meetings this year
- Schedule a time at the start of the next school year to hold a discussion with targeted students - how are you feeling about being back in school? Excited about? Nervous about?
- Hold a transition meeting where students and parents can go to the next school and meet the team, take a tour, etc.



Let's hear from you.





Thank you!

www.diverselearnerscoop.com/covid19

Join us [here](#) next time for:

Supporting Students' Emotional Well Being

- Tuesday, May 19th
- 8:30 - 8:45am CST