

**Transition Plan Guidance Template Required for AE Sites**

Use the following key questions and template to develop a transition plan for the 2021-2022 school year. Refer to the Alternative Education Site Application Guidance for further detail.

School System: \_\_\_\_\_

Name of person responsible for ensuring the development and implementation of the Professional Development Plan:  
\_\_\_\_\_

Email of contact person:  
\_\_\_\_\_

BESE Requirement	Key Question
Formalized intake process	What information will be included to ensure Students' transition to AE site? (choose all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Behavior Goals</li> <li><input type="checkbox"/> Academic Goals</li> <li><input type="checkbox"/> Site expectations</li> <li><input type="checkbox"/> Schedule</li> <li><input type="checkbox"/> Student History</li> <li><input type="checkbox"/> Timeline</li> <li><input type="checkbox"/> other _____</li> </ul>
Records Checklist	What records will be included in each student file? (choose all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance</li> <li><input type="checkbox"/> Behavior</li> <li><input type="checkbox"/> Contact information</li> <li><input type="checkbox"/> Grades</li> <li><input type="checkbox"/> Communication record</li> <li><input type="checkbox"/> Health records               <ul style="list-style-type: none"> <li><input type="checkbox"/> Well-Being Screener</li> </ul> </li> <li><input type="checkbox"/> IEP/504/IAP/IGP</li> <li><input type="checkbox"/> other _____</li> </ul>
Documents transferred to and from sending school	What timeline will be expected for document exchange and maintenance of files?(Choose all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Timeline (# of days expected)_____</li> <li><input type="checkbox"/> Time stamp</li> <li><input type="checkbox"/> Follow up protocol</li> <li><input type="checkbox"/> Designated staff responsible for maintenance</li> </ul>
Site Team	What key stakeholders will meet regularly to support student success? (Choose all that apply)

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administrator</li> <li><input type="checkbox"/> Teacher</li> <li><input type="checkbox"/> Student</li> <li><input type="checkbox"/> Mental Health Professional</li> <li><input type="checkbox"/> Family representative</li> <li><input type="checkbox"/> Well-Being Leadership Team Member</li> <li><input type="checkbox"/> Sending school liaison</li> <li><input type="checkbox"/> other _____</li> </ul>
<p>Progress Monitoring</p>	<p>How often will the student’s grades and well being be monitored via a formal check in or conference? (Choose one)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Weekly</li> <li><input type="checkbox"/> Twice a month</li> <li><input type="checkbox"/> Monthly</li> <li><input type="checkbox"/> Quarterly</li> <li><input type="checkbox"/> Other _____</li> </ul>
<p>Service plan while at site</p>	<p>What supports will be available and used regularly to ensure the students’ underlying needs are being addressed?(Choose all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic Supports</li> <li><input type="checkbox"/> Counseling Supports</li> <li><input type="checkbox"/> Behavior Interventions</li> <li><input type="checkbox"/> Teacher Teaming Meetings</li> <li><input type="checkbox"/> External Service Provider Services</li> <li><input type="checkbox"/> Community Partner Engagement(as needed)</li> </ul>
<p>Formalized Return Plan</p>	<p>What is the process to ensure a successful return to the sending school?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Sending school for records transfer</li> <li><input type="checkbox"/> Coordinate with Sending school to establish continue supports as needed</li> <li><input type="checkbox"/> Exit and entrance interviews(choose all that apply)             <ul style="list-style-type: none"> <li><input type="checkbox"/> with Student</li> <li><input type="checkbox"/> With Family</li> <li><input type="checkbox"/> With Sending School Counselor</li> <li><input type="checkbox"/> Other _____</li> </ul> </li> <li><input type="checkbox"/> Establish a primary contact person at the Sending School</li> </ul>

Return Supports	How often will the AE site be in contact with the student upon return to Sending School?(choose one) <ul style="list-style-type: none"><li><input type="checkbox"/> Never</li><li><input type="checkbox"/> Once weekly for a designated period of time</li><li><input type="checkbox"/> Once monthly for a designated period of time</li><li><input type="checkbox"/> As needed</li><li><input type="checkbox"/> other _____</li></ul>
Return Plan Timeline	What is the timeline to transfer all documents to sending school? <ul style="list-style-type: none"><li><input type="checkbox"/> records sent within _____ business days</li></ul>