



Planning Together

A Conversation Guide for Next Step

Use this checklist to prepare for and guide effective, child-centered transition conversations. The goal is to provide families and receiving teachers with a strengths-based understanding of the child's developmental journey. *Space for notes on second page.

Not yet Started Complete Before the Conversation

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Review current DRDP data and observations
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Summarize child's strengths, growth, and support needs*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gather input from current teacher and specialists*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collect recent family input (Family Observation Form) or conference notes*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Prepare a 3-point story (Strengths, Growth, Next Chapter)*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identify successful strategies and accommodations in place*
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Share child summary or DRDP report with receiving team (if appropriate)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Confirm date, time, and participants for the conversation

During the Conversation

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Begin with introductions and conversation purpose
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Share the child's story using DRDP data, work samples and personal examples
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Highlight what's working well and why
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Invite family input and questions
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Encourage receiving teacher/team to share needs and ideas
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Discuss supports, routines, and environmental strategies for continuity
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identify any gaps or follow-up actions needed
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Confirm shared understanding and next steps

After the Conversation

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Send conversation summary or notes to all team members (including family)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ensure key supports and strategies are shared with the receiving team
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Follow up with family and teachers on agreed-upon next steps
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reflect on what went well and what could improve for future transitions

Notes

Attach additional pages or documentation as needed.

Summarize child's strengths, growth, and support needs:

Gather input from current teacher and specialists:

Collect recent family input ([Family Observation Form](#)) or conference notes:

Prepare a 3-point story (Strengths, Growth, Next Chapter):

Identify successful strategies and accommodations in place: