

ALTERNATIVE EDUCATION TRANSITION PLAN

Continual communication between the traditional school and the alternative program is essential for the student's success when transitioning back to the traditional environment. Two components which must be in place for an effective transition are:

1. A designated traditional school liaison and a designated alternative program liaison, and
2. A formal transition plan.

The following procedures are sequenced to show the responsibilities for transition activities during and after assignment to an alternative placement.

Traditional School Liaison Responsibilities:

- to stay in communication with the alternative program liaison
- to track progress
- to review credits and course requirements for high school students
- to continue the IEP process (if applicable)
- to assist and oversee the extended day transition, when appropriate
- to prepare for student's return- team changes, special assignments, schedule
- to communicate and oversee the implementation of the transition plan
- to monitor 12th grade students prior to mid-point, i.e., cap/gown, diploma, graduation requirements meet
- to assist in tracking students' needs in the area of testing and to communicate those needs to the alternative school
- to make periodic visits to students in the alternative placement
- to have the student identify a home campus administrator or teacher who worked well with them-this person is subsequently invited to stop by for lunch with the student or check in with the student periodically via email or phone call.

Alternative Program Liaison Responsibilities:

- to visit weekly with the traditional school's liaison to support implementation of the transition plan
- to visit with each student to discuss his/her adjustment and academic success
- to discuss the implementation of the student's transition plan with appropriate staff
- to confer with teachers, counselors, or administrators to discuss issues or concerns expressed by the student
- to suggest revisions of transition plan if the student is not being successful
- to discuss the possibilities of other students returning to the home school with appropriate staff members

Traditional School Reassignment

A plan will be developed by the alternative team in conjunction with the traditional school liaison and team. This plan is shared with teachers and all staff in the traditional school as part of the procedure for the students return. The transition plan is implemented in the traditional classroom with the alternative liaison as support. The transition plan may include such things as:

- flexible scheduling
- regular continued visits from alternative center staff
- a mentor at home school
- assorted strategies, e.g.:
 - contact with alternative staff
 - progress report
 - school based mental health
 - group counseling

The student begins touring the traditional school campus building, sitting on scheduled classes, meeting with administrators, and gaining familiarity with practicalities such as lockers and lunch procedures.

Student Profile

1. Short narrative on behavior, academics, attitude, etc. prepared by staff in the alternative program.

2. Describe the student's reason for leaving the program.

Signature: _____

Alternative Education staff

Student Action Plan Criteria

Prepare a brief narrative explaining how the student has met the expectations of his or her SAP.

Transition Plan

No student will be returned to a traditional school under any circumstances without a formal written transition plan prepared by the alternative program, parent, and student in consultation with the traditional school to which the student shall be returned. The transition plan will include action steps necessary to facilitate the transition, persons responsible, resources needed and any applicable timeline. The transition plan must be approved by the Transition Team prior to a student’s return to a traditional school.

ALTERNATIVE EDUCATION TRANSITION TEAM

Name:	Position:
_____	SCHOOL ADMINISTRATOR
_____	SCHOOL COUNSELOR
_____	TRADITIONAL CLASSROOM TEACHER
_____	PARENT OR GUARDIAN
_____	ALE REPRESENTATIVE
_____	STUDENT
_____	504, Special Education, External Support, Probation Officer, Relative, etc.

Transition Plan

Re-entry plan for: _____

Date of entry to Alternative Education: _____

Projected Date of Withdrawal from Alternative Education: _____

Traditional School: _____ Grade: _____

Alternative Education Counselor: _____

Alternative Education Liaison: _____

Traditional School Counselor: _____

Traditional School Liaison: _____

Goals to be addressed upon return to traditional school:

- _____
- _____
- _____

Schedule Concerns (if any):

Suggestions for success in the traditional school:

- _____
- _____
- _____