



Dear Directors and Four Year Old Teachers,

The transition to kindergarten is a big step for our young children. The “**Pre-Kindergarten to Kindergarten Transition Checklist**,” developed by the Early Learning Coalition, has a dual purpose. It is a way for parents and pre-k teachers to have a conversation about children’s progress and a means of sharing information with kindergarten teachers about children entering their classes. The more information kindergarten teachers have on the individual needs of children the more likely it is that this transition will be a positive experience.

To complete the checklist:

1. Teacher fills out the top portion with child, parent, and center information
2. Teacher completes the teacher section
3. Teacher sits with parents to discuss the checklist and parent completes the section for parents
4. Parent and teacher both sign the checklist. (If parents know the kindergarten program their child will be attending please include that information.)
5. Teacher gives parent a copy
6. Teacher or director sends the original to the Coalition
7. The Coalition will make sure that the checklist is delivered to the kindergarten teacher for each child.

***NOTE:** The checklist cannot be sent to the kindergarten teacher if it is not signed by the parent.*

We hope this checklist will be helpful to parents, pre-k teachers, kindergarten teachers, and especially our four year old children making the big move to school.

Please return completed checklists by _____ to:

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