

## Timeline and Checklist of Steps to Create a Transition Plan

This timeline of the transition to secondary school process lists the actions needed to create a transition plan and when they happen. There's also information about the roles and responsibilities of the primary school, the secondary school, the student and the parent or carer. You can check off the completed actions in the completed column during the Student Support Group (SSG) meetings each term to keep track of your progress.

It's important for teachers, parents and carers to support the student to be involved in developing the transition plan.

Parents or carers can contact the primary or secondary school if they haven't heard from them by the timing in the table below. This timeline is based on information in *Transitioning from Primary to Secondary school. Supporting students with additional or complex needs that arise from disability* from the Department of Education and Training.

Timing	Action	Who is responsible	School completion date	Completed ✓
<b>Grade 5</b>				
Term 4	Primary school to start discussing government secondary school options with parent or carer.	Primary School		
	Parent or carer to start discussing government secondary school options with primary school, friends and neighbours. Visit potential school websites and attend Open Days.	Parent or carer, student		
<b>Grade 6</b>				
Term 1	Primary school to ensure Individual Education Plan (IEP) includes transition goals and strategies throughout the year in consultation with parent or carer and student.	Primary School		
Term 2	Provide preference application form to parent for government secondary schools.	Primary School		
	Submit preference form for government secondary school.	Parent or carer		
	Primary School to submit Year 6-7 review application for students in the Program for Students with Disabilities (PSD).	Primary school		
	Hold Student Support Group (SSG) meeting to set and monitor IEP transition goals.	Primary school		
	Attend SSG meeting to consult with teachers.	Parent or carer		

Timing	Action	Who is responsible	School completion date	Completed ✓
Term 2	Primary school and parents begin gathering information for a successful transition including allied health, health and therapy reports.	Primary School, Parent or carer		
Term 3	Receive outcome of Grade 6 review and inform parent or carer.	Primary School		
	Confirm arrangements with the Department of Education and Training for Transition Support Funding for students who are no longer eligible for the PSD.	Primary School		
	Identify Transition Coordinator.	Primary School		
	Complete Transition Statement including student section.	Primary School, Student		
	Primary school to organise an SSG with parent or carer and future secondary school to monitor IEP transition goals.	Primary School		
	Participate in transition discussions at SSG meeting.	Parent or carer		
	Identify professional development needs for secondary school staff.	Secondary School		
Term 4	Enrol your child into secondary school and receive enrolment kit.	Parent or carer		
	Primary school to (i) finalise Transition Statement at SSG in consultation with parent or carer, student and possibly secondary teachers and provide a copy to the secondary school; (ii) organise an SSG meeting with parent or carer to evaluate IEP transition goals.	Primary School		
	Transfer all student transition information including – PSD eligibility, support requirements, PSD Transition Support Funding if relevant.	Primary School		

Timing	Action	Who is responsible	School completion date	Completed ✓
Term 4	<p>Organise dates with parent or carer and primary school for student orientation program throughout Term 4 which includes preparing the student for skills such as reading timetables, using a padlock, meeting new teachers and learning to find their way around secondary school.</p> <p>Plan and prepare for orientation. Think about asking for extra time for your child to meet their secondary school teachers.</p> <p>Ensure transfer information has been received and reviewed from primary school – including – Transition Statement, PSD eligibility and support requirements.</p> <p>Secondary school to consider access needs of student (medication storage, private area for personal care) and plan for other support requirements such as Year 7 camp.</p> <p>Parent or carer to be provided with key information pack including identifying secondary school contact person.</p> <p>Secondary School to set date for SSG with parent/carers and possibly primary teacher for Term 1 – Year 7.</p> <p>Agree on a communication channel between secondary school and home.</p>	<p>Secondary School</p> <p>Parent or carer</p> <p>Secondary School</p> <p>Secondary School</p> <p>Secondary School</p> <p>Secondary School</p>		

Timing	Action	Who is responsible	School completion date	Completed ✓
<b>Year 7</b>				
Term 1	<p>Secondary school to organise SSG with parent/carer and primary teacher to develop personalised learning and support plans (IEP) for Term 1 of Year 7. Refer to Transition Statement.</p> <p>Confirm dates for the SSG to meet in Term 1 at the secondary school.</p> <p>Hold SSG meeting to review IEP and monitor, refine and evaluate the success of the student's transition plan.</p> <p>Review IEP goals with parent or carer, student and set dates for future SSG's.</p>	<p>Secondary School</p> <p>Primary School</p> <p>Secondary School</p> <p>Secondary School</p>		
Term 2	<p>For students who are not in the PSD monitor the progress and, if appropriate, submit application for PSD.</p> <p>Hold SSG meeting to review IEP and monitor, refine and evaluate the success of the student's transition plan.</p>	<p>Secondary School</p> <p>Secondary School</p>		

## Resources

- [For parents and carers: Introduction to preparing to start secondary school](#)
- [For parents and carers: Preparing to start secondary school](#)
- [Preparing to start secondary school for autistic students](#)
- [For primary teachers: Supporting autistic students' transition to secondary school](#)
- [For secondary teachers: Supporting autistic students' transition to secondary school](#)

## Acknowledgement

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