

HEAD START/LOCAL EDUCATION AGENCY TRANSITION AGREEMENT

In an effort to ensure a smooth transition for all children leaving Head Start to enter public school, the following cooperative plan between Head Start and each Local Education Agency (LEA) has been developed.

Head Start will:

- Establish contact with the appropriate LEA representative.
- Oversee completion of the Child Transition Folder. This folder contains copies of items from the child's Head Start folder that demonstrate the child's cognitive, social and behavioral development.
- Facilitate the transfer of Kindergarten registration information between the LEA and Head Start parents.
- Extend invitations to the LEA to attend scheduled Head Start In-Service training activities.
- Conduct Transition meetings to assess Transition Project success.

LEA will:

- Be available for dialogue with Head Start Transition staff.
- Provide registration documents and information to Head Start Transition staff prior to registration dates in order to facilitate parent training.
- When possible, extend invitations to the Head Start staff to attend grade-level appropriate In-Service training activities.
- When possible, send a representative to the Interagency Transition meeting to help assess Transition Project success.

The above agreement shall be effective for one year from the date signed. This agreement shall be entered into annually, following review by Head Start and LEA representatives. Any revisions or additions will be made at that time.

Local Education Agency

Address

City, State, Zip Code

Local Education Agency Representative

Date

Head Start Representative

Date