**Tool 1: Information About My Child**

This form was designed to help families prepare for a Transition Conference, an Admissions and Release Committee (ARC) Meeting or Parent/Teacher Conference. Complete each section, take it to the meeting, and share the information with other team members.

<table>
<thead>
<tr>
<th>These things please me most about my child:</th>
<th>Here’s what my child does well:</th>
<th>My child really likes these:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Right now I’m most concerned about:</th>
<th>I would like my child to learn to do these in the future:</th>
<th>My child learns more easily when:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I think these services would help my child:</th>
<th>Other help our family could use is:</th>
<th>I would like to be involved in my child’s program in these ways:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: Step by Step Family Guide/ Primary Guide: Kentucky Interagency Agreement Process Guide

*Paving the Way for Transitions that Lead to School Success* Training Series
Module 4: With Family-Centered Transition Planning

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Sample Information Sharing Form: Intake Form

Child’s Name __________________________

Please check all that apply.

My child:
___ lives with both parents
___ lives with one parent
___ spends time with both parents on a regular basis
___ takes care of himself or herself after school
___ goes to child care after school

My child learns best when:
___ I show him or her how to do it
___ I tell him or her how to do it
___ He or she tries on her own

My child is especially good at or really enjoys:
___ reading
___ writing
___ music
___ making friends
___ art
___ math
___ helping others
___ self-help skills

Others such as sports, activities, hobbies: (list)

________________________________________________________________________
________________________________________________________________________

Does your child have a public library card?

When working or playing at home my child:
___ likes to try new things
___ is confident
___ is often playful
___ is serious
___ is talkative
___ is quiet/shy
___ pays attention
___ is distractible
___ asks for help
___ is frustrated

My child enjoys working:
___ alone
___ in pairs
___ in small groups
___ in large groups

My child communicates best by:
___ talking
___ writing
___ sign language

Comments: ______________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What types of books does he or she read? How often?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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Source: Head Start Training Guide: Planning for Transitions

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Hands-on Tools

As a parent/guardian, I plan to be involved with my child’s education by:

[_] volunteering in the school
[_] participating in the school improvement team
[_] services available in our neighborhood

Others: (list)

__________________________________________________

__________________________________________________

I have questions about:

[_] attending parent/teacher conferences
[_] volunteering in my child’s classroom
[_] talking to my child’s teacher regularly
[_] sending materials for activities or special events
[_] chaperoning field trips
[_] sharing a hobby or skill with my child’s class
[_] looking over my child’s school work
[_] helping with homework
[_] talking to my child about his or her day
[_] attending school functions

Others: (list)

__________________________________________________

__________________________________________________

I can be reached at:

daytime #______________________________
evening #______________________________

Parent Signature

Adapted from: Garfield Elementary School/U-46, Project TRANSFER, Carpentersville, Illinois

Source: Head Start Training Guide: Planning for Transitions

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**Hands-on Tools**

**Sample Information Sharing Form:**

**Worksheet for Sharing Information about Your Child**

An important part of transition is sharing information about your child's needs, strengths, and abilities. The following information will help the staff in the new program learn about and plan for your child.

1. What kinds of things does your child enjoy learning?

2. What things are the most difficult for your child to learn?

3. What are your child's favorite toys and activities?

4. How does your child get along with other children?

5. What kinds of rewards work best with your child (for example: hugs, praise, or stickers)?

6. What kinds of discipline work best with your child?

7. What kinds of help does your child need during routines such as eating, dressing, or toileting?

8. What goals would you like to set for your child in the new program?

9. What other information would you like to share about your child?

Adapted from: *Planning Your Child's Transition to Preschool: A Step-by-Step Guide for Families*, FACTS/LRE Project, University of Illinois at Urbana-Champaign

Source: Head Start Training Guide: Planning for Transitions

*Paving the Way for Transitions that Lead to School Success* Training Series

Module 4: With Family-Centered Transition Planning

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Sample Information Sharing Form:
Who Is This Child?

What family information would help you understand your child this year?
...In the future?...

What are your hopes/dreams for your child...

What does your child need to help him/her succeed in school this year?

Who is this child?

NAME ____________________________

BIRTHDATE _______________________
SIBLINGS ________________________

TODAYS DATE ____________________
PARENT SIGNATURE ________________

Adapted from: MAPS, Jack Pearpoint and Marsha Forest, by the deLacey Family Education Center, Community Unit School District #300/Funded Programs, Project TRANSFER, Carpentersville, Illinois

Informational Resources: Hands-on Tools

Source: Head Start Training Guide: Planning for Transitions