

Initial Middle to High School Transition Meeting Agenda

Tool

A strong start to high school doesn't happen by chance; it's planned. This agenda supports a meeting in the fall of a student's 8th grade, starting the middle-to-high school transition while there's still time to make it count. Educators and leaders can use this agenda to prepare for and facilitate meetings with students and their families.

Time	Topic	Agenda
5 min.	Welcome	☐ Introduce all team members present ☐ Review purpose of meeting ☐ Review agenda ☐ Ask: What are you hoping to learn or achieve in this meeting?
10 min.	Overview of Transition Planning in the IEP	☐ Explain transition requirements under IDEA ☐ Describe how transition planning will be integrated into the IEP process
5 min.	High School Perspective	☐ High school representative or middle school liaison shares: ☐ General expectations for incoming 9th graders ☐ Available supports, services, and programs for students with disabilities ☐ Opportunities for orientation or transition activities
10 min.	Review of Current IEP	☐ Review progress on current IEP goals ☐ Summarize the student's present levels of performance ☐ Align goals with high school academic and functional expectations ☐ Review recommended program and related services ☐ Discuss testing and classroom accommodations ☐ Propose any changes (<i>as applicable</i>)
13 min.	Identify Areas Needing Support & Set Short-Term Goals	☐ Review recent data ☐ Discuss strengths and areas for growth
10 min.	Family and Student Input	☐ Invite the student to share thoughts about high school interests and concerns ☐ Provide the family with an opportunity to ask questions and share priorities
5 min.	Next Steps and Action Items	☐ Summarize agreed-upon short-term goals and strategies ☐ Identify responsible staff and timelines ☐ Describe plan for ongoing communication between transition team members
10 min.	Family and Student Input	☐ Summarize key takeaways ☐ Schedule follow-up transition activities/meetings ☐ Thank participants for their collaboration Sign attendance (<i>if applicable</i>)

When you partner with us, you get access to this agenda and the full transition toolkit to guide your team every step of the way. **Scan the QR code to learn more.**

