**Attachment 9**

Student Transition Plan

Glen Dale Center 2015-2016

1. Keep electronic files updated weekly with incoming students and exiting students.
2. Talk with each student about her transition goals and plans which are part of each student’s IEP/ILP meeting.
3. Provide information and data concerning academic progress for the transition goal meeting.
4. Communicate with each individual student within 7 days of exit to offer support and encouragement. Student is encouraged to maintain contact with faculty and staff which includes national hotline help numbers and a personal farewell letter.
5. Make phone contract to the receiving school in order to assure successful transition and mentoring in the new school.
6. Continue to try and contact the student and/or family member periodically if the student has graduated from high school.