

Family transition Plan - Hartridge Academy Elementary

Roles and sequence	Military Point of Contact – Principal (MPOC)	Military Family (MF) Representative	Military Staff Member-Teacher	Military Child (MC) Representative
1 initial Contact By parent via phone, walk-in or email	Military parents contact Principal and are offered next day tour and enrollment, or they may select their dates- accommodate them . Principal obtains email to send family questionnaire and a record request to last school.	Emails parent with welcome guide of resources in the community and calendar of family events plus rep's contact info.	Emails parent welcome guide about Hartridge academics, routine, menu. Prepares room with student name, supplies.	Emails MC a welcome guide and includes bios / interests of classmates and invite to scavenger hunt to locate places on campus
2 Prepare for Family Tour, & Enrollment, & Academic Plan	Analyze info gathered by Family, Staff, Child reps. If it indicates, contact additional staff such as ESE, ESOL, Mental Health, Gifted. Host tour. Make individual academic plan draft.	Provide uniform for first day while parent awaits an order. Gather a community welcome basket	Prepares laptop, logins and password . Briefs other staff.	Student -led transition team prepares scavenger hunt and determines who is best match to "buddy" with MC
3 Family tour	Greets and tours family. IDs into Raptor system. Copy any items not already sent. Student joins peers for campus scavenger hunt and peer welcome. Add deployed address if desire pen pal or care packages.	Community welcome basket has been left to give upon arrival.	Teacher meets with family & MPOC for input and acceptance of Academic Plan	Scavenger hunt to tour campus and meet peers and staff. Show MC desk with laptop and supplies
4 First Student Day	Greet child at arrival and call up peers . Take "First Day" photo to immediately send to family to show child is safe and happy.	Follow up with parent end of day to get feedback and new concerns.	Mini assessments over first week to determine "gaps" in curriculum or sequence between last school to Hartridge	Include student in planning of monthly activities. Make sure MC is aware of who they can go to for adult help such as SRO, MH , and MPOC

5 Weekly	View child's Individual Learning Path (ILP) for progress and reach out to student to praise progress .	Update community event calendar if necessary	Schedule tutoring or special interest time with student	Planning for monthly event
6 Monthly	Update website and monthly highlight on Military recognition wall .	Attend family event in community	Attend school event	Attend school event
7 Quarterly	Review report card and ILP Touch base with Military High School (Summerlin) about opportunities	Meet with MPOC Share concerns with staff.	Meet with MPOC	Complete any missing work before report card.
8 Spring*	Issue survey to MF and MC Issue media release about Purple Up! And other annual events, successes, or requests to help MF in a specific situation	Community outreach for welcome basket contributions, event sponsorship , summer opportunities	Work with next grade level team to prepare for MC	Complete survey and participate in Purple Up! Provide MC with summer opportunities
9 Annually	Meet with MC to plan next year. Offer to join MC or MF at new school meeting if in district. Meet with School Military Advisory Team (SMAT) to plan next year events	Meet with School Military Advisory Team to plan next year events	Meet with School Military Advisory Team to plan next year events	Meet with School Military Advisory Team to plan next year events

- Depending on when a MC starts, 1-7 may occur after Spring.