



Dear Teacher of Four Year Olds,

It is the belief of the Preschool Kindergarten Partnership (PKP) that a successful transition between preschool and kindergarten can be achieved for all children through improved communication between preschool and kindergarten teachers. To this end, we are excited to share the enclosed *Preschool Kindergarten Partnership Information* form.

This form will be used for you to share information with kindergarten teachers so they can provide a positive start for all children during first few days and weeks of kindergarten. You have a great deal of valuable knowledge and information that can be used to help children make a smooth and successful transition. We thank you for being part of this pilot and appreciate all that you do.

**General Information:**

- Enter the child’s information, including legal name, “likes-to-be-called” name, birthdate, and gender. You can also indicate if the child has Limited English Proficiency by checking the box.
- Enter the center’s email, address, and phone number. Please also include the name of the teacher completing the form and the name of the program director.
- Enter the dates (from/to) the child attended the program, as well as the number of days they were present and absent during this timeframe.

**Developmental Progress:**

- Add specific comments in each of the three developmental domains (social-emotional, physical and cognitive).
- Use information you have already gathered, such as growth toward the Standards for Four Year Olds, VPK Assessment data, Ages and Stages, portfolio/work samples, and any other documentation.
- Focus on the child’s strengths and list effective strategies that will help the kindergarten teacher assist the child. Include areas such as adjustment to school, learning style, favorite activities, most attentive time of the day, special interests, and strategies used to connect with other children and adults.
- Use statements that might be helpful, such as:
  - With some guidance and support he can...
  - She prefers/enjoys...
  - A strategy that works for him is...
  - She interacts with other children by....
  - When he needs support he will...

**Parent Comments/Release of Information:**

- Review this form and any attachments with the family and ask the parent/legal guardian to add comments if they wish. This form is not mandatory and any family may choose not to participate.
- Obtain the Parent/Legal Guardian’s and Director’s signature before forwarding this form. No additional information or enclosures may be added after obtaining this signature.
- Be sure to include the Kindergarten school. If the parent/guardian is not sure of the school, this information may be obtained by calling Student Assignment (588-6210) or visiting [pcsb.org/registration](http://pcsb.org/registration)

**Next Steps:**

After completing the forms, there are two ways you can return the white, original copies.

- Use the enclosed envelope. Fill in your information on the “From” side, insert the white copies, and take the envelope to the nearest elementary school to put in the “pony” mail.
- Upload the documents to the Early Learning Coalition Provider Portal. Go to Document Library -> Select Folder -> VPK PKP Transmission Form. Use the child’s Elementary School for the description.

The yellow copy of the form should be kept by the center and the pink copy should be given to the family.

If you have any questions, please contact Angela Loring, Early Learning Coalition (400-4435) or Gail Ramsdell, Pinellas County Schools (588-6035).