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| **1.1 Standard Operating Procedure-Transitioning a Student to a New Classroom** |

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| **Purpose:** The purpose of this standard operating procedure is to provide staff instruction for transitioning a student to a new classroom.

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| **Steps to be completed** | **Person Responsible** |
| Step 1: Direct communication with the parent/guardian about their child moving into a new classroom. Discussion will include when and why the child is changing classrooms and an invitation for parents to come in and visit new classroom if desired.Communication will be done directly and with a follow up letter.  | Administrator  |
| Step 2: Notification to current teacher, new teacher, Nurse, Educational Manger and Receptionist of when the student will be changing classrooms in person and through email.  | Administrator |
| Step 3: Facilitate communication between the current and new teachers about the student. | Administrator |
| Step 4: Ensure teachers and staff in new classroom have reviewed all paperwork and information. | Administrator |
| Step 5: The week prior to changing classrooms, have the student visit the new classroom for 1-2 hours each day.  | Current and New Teachers |
| Step 6: Communication with the parent/guardian the week prior to the change, as a reminder and to answer any possible questions.  | Administrator |

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| Additional Notes:Step 1: Child may move due to change in special education placement or a daycare child may move due to age (ex. Toddler to preschool daycare) |

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