

## Supporting End of Year Transitions

A crucial part of fostering ongoing communication from one classroom community to another is to support meaningful connections with a child and family/caregiver's new teaching team. Having families as advocates for their children's education during the return to school is always important.

We affirm that our youngest learners have learned in a variety of settings, from homes to classrooms, and will bring their innate competence and curiosity to their learning environment next school year. An end-of-year questionnaire can empower families/caregivers to document key information about their child to pass on to their new teaching teams and/or school/program and promote continued success. Below are some suggestions and considerations to support families with this process:

- Develop an "End of Year" Questionnaire for Families/Caregivers that families can fill out with your support before the end of the school year. Click [here](#) for a sample questionnaire. Please note, additional translations will be added [here](#).
  - Encourage your families to keep this information to share with their child's future teaching teams in the fall. Families can print the questionnaire, or fill out and save the questionnaire electronically.
  - Consider including context for future teaching teams along with the questionnaire.
  - Adapt the sample questionnaire as needed to support the families/caregivers in your community.
- Consider referring to these resources if creating a questionnaire:
  - [Beginning of the Year Questionnaire for Families](#)
  - [Building Family-Community Relationships](#)
- Introduce the questionnaire during individual meetings with families and teaching teams and with family workers. You may want to set up time before the end of the year to complete the questionnaire together.
- Ensure that teaching teams/family workers use the questionnaire as the basis for conversations with families. Consider the following when partnering with families in this conversation:
  - Discuss the information in a sensitive and respectful manner.
  - Share the rationale for supporting families in capturing this information and how it will help with the transition to the next school year.
  - Respect families who do not want to answer all of the questions.
  - Plan to provide accommodations for families who cannot complete the questionnaire in English. To support conversations with families about the questionnaire, please see more information on [available language supports](#) including over the phone interpretation.