



Date:

Dear _____:

Congratulations! We are pleased to share with you that it is time for _____ to transition to the next phase of his/her development. To celebrate this milestone, we want to inform you _____ will be moving up to the next age appropriate classroom.

Because we know you may have questions about the new room, we are offering you the opportunity to schedule a conference with your child's new teacher. Please call _____ and arrange a time to meet. Please bring a list of questions you may have.

In order to help your child make the transition smoothly, it is extremely important that your child have ample time to adjust to the new room, new classmates and teachers. Therefore, we have arranged for your child to visit his/her new classroom periodically throughout the next few weeks beginning on _____.

Your child will visit on: M T W Th F (circle all that apply) during these times:

_____.

Your child will permanently join the room on _____.

Please keep in mind this is a tentative schedule and may include more or less time depending on how your child copes with the transition.

Please check one of the responses below:

_____ I am requesting a conference with the new teacher prior to the transfer.

_____ I have read the letter and agree to the transfer. I do not wish to meet with the new teacher prior to the transfer.

Date(s) and time I am available for a conference:

Your signature below indicates you grant us permission to allow your child to participate in our transitioning process. We appreciate your cooperation and look forward to your child's new beginning!

Sincerely,

Academy Director

Parent's Signature: _____

Date: _____