Transition Review Meeting Checklist – Early Days

6 months before your Young Person's Transition Review Meeting	Notes √
Contact the school to ensure you have the **name and contact details of the person who will be leading** the transition review process.	
Contact school to clarify **what work they are doing with your young person** around the transition process.	
Confirm **date, location and time** of your transition review meeting. Clarify **when you will be asked to contribute** and **when you will receive the meeting documents** to review.	
Update your Parent Transition Planner: • Complete the 'Contact Details for Professionals' list • Complete the 'Diary of Contact with Professionals' • Complete the 'Parent and Carer Aspirations' sheet	
If you feel the reports and assessments for your young person are not up to date/reflective of their current need/ability – **request up to date assessments**.	
Look at the **Bexley Guide to Preparing for Adulthood** in Bexley's Local Offer or the Bexley Voice website.	
Talk with your young person about their aspirations for the future – see 'Tools Parents Have Found Useful' and 'Person Centred Planning Tools' in the Further Information section of your PT Planner.	
Be informed – **find out about options available** in Further Education, Health, Housing, Funding Employment, Social Care and Benefits – see Bexley's Local Offer/Further Information section.	
Find out **what other families have done** – ask school/parent groups.	

Transition Review Meeting Checklist – Early Days (continued)

4 months before your Young Person's Transition Review Meeting	**Notes √**
Ensure Part A of your young person's **EHC Plan is up to date** and that your young person's needs and aspirations are clearly articulated.	
Identify **who has been invited to contribute** by report or attendance at the Transition Review Meeting. Advise any new contacts that have been omitted, to be invited.	
If applicable, advise the young person's **Advocate of the meeting details**.	