# Strengthening Collaboration for Successful Transitions

Dr. Kelli Nagel
Transition Summer Institute 2025

# Objectives

- Identify the top bottlenecks that stall services when students change settings.
- Explore the T.E.A.M. framework and four turnkey tools that widen each lane.
- Customize one tool and commit to a first-week action for the coming school year.

COMPASS

"When I moved to high school nobody knew about my screen reader. I waited six weeks before I got the help back."
— Marcus

# Flash Facts: Why This Matters

## 34.7 %
**No work or college**
one year after exit

## 44.8 %
**Transition IEPs contain**
measurable goals in every area

## 31 %
**Special-ed teachers have**
adequate weekly collaboration time

## 3 – 5 years
**New staff need to master supports**
without structured hand-offs

Newman 2011; Landmark & Zhang 2013; CEC 2019; Billingsley 2020

COMPASS

# What "Transition" Means Here

- Grade-to-grade (8 → 9)
- Building-to-building (MS → HS)
- HS → Adult life / 18-21 services

# The Big 6 Bottlenecks—Where Does Your Flow Slow Down?

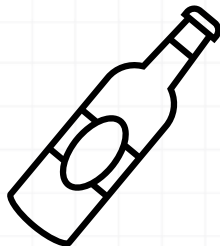| | | |
|---|---|---|
| 📁 **Information Silos**<br>Data lives on one laptop—new team starts blind | ⏳ **Timing Crunch**<br>Handoff meeting happens after the move | 🔄 **Role & Time Gaps**<br>Who's doing what —and when?" |
| 📞 **Family Uncertainty**<br>Parents don't know who to call | 🗣 **Student Voice Missing**<br>Goals set *for* the student, not *with* them | 🕐 **Collab-Time Deficit**<br>No common planning block |

# Where Does the Flow Slow Down?

## Dot-Vote

- Grab 3 dot stickers
- Tag your bottlenecks

No wrong answers—mark what jams up **your** work.

# Here's the jam

| | | |
|---|---|---|
| 📁<br>**Information Silos** | ⌛ **Timing Crunch** | 🔄 **Role & Time Gaps** |
| 📞 **Family Uncertainty** | 🗣️ **Student Voice Missing** | 🕐 **Collab-Time Deficit** |

# Here's the bottleneck-widening

# T.E.A.M

**COMPASS**

# T.E.A.M. — Four Moves that Widen that bottleneck!

🔍 **T. Transparency**
*Make info & student voice visible*

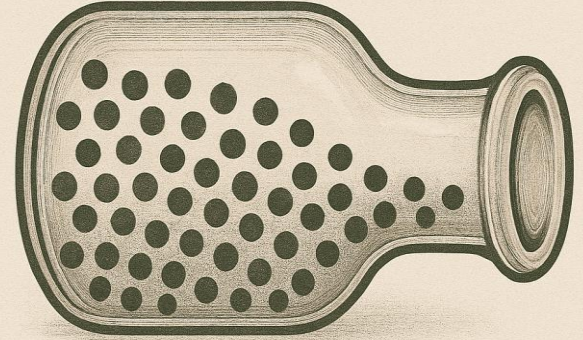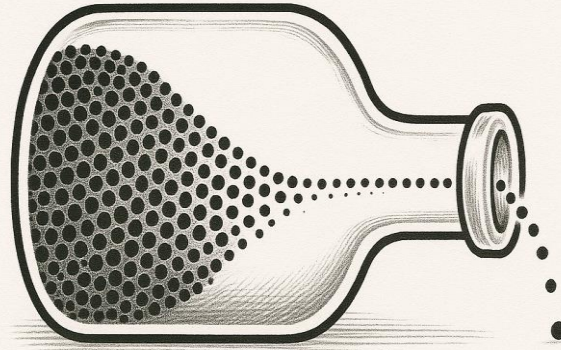✅ **E. Expectations**
*Clarify who does what by when*

🚀 **A. Action**
*Put supports in place fast*

📊 **M. Monitoring**
*Check fidelity & progress*
*at 4 weeks*

**COMPASS**

Let's Widen!

# T – Transparency

## 1 Student One-Pager

**STUDENT SNAPSHOT**

**Name**

**Photo** *(optional)*                    *Attach here*

**Strengths & Interests**
- 
- 
- 

**Top 3 Accommodations**
1.
2.
3.

**AT / Tech Settings**          Device: _____ App/Ext: _____ Preset file link ➤

**Current Goals**               Academic _____ Behavior _____ Transition _____

**Self-Advocacy Cue**           "I learn best when ... "

**Key Contacts**                Case Manager ____ • School Nurse ____ • Parent/Guardian ____

COMPASS

# E – Expectations

## 2 Responsibility Matrix Card

| TASK / SUPPORT | PERSON 1 | PERSON 2 | DEADLINE | STATUS ✔ |
|---|---|---|---|---|
| Confirm IEP loaded & accessible | | | | ☐ |
| Set up AT / accessibility tools | | | | ☐ |
| Train gen-ed staff on top 3 accommodations | | | | ☐ |
| Introduce student to new schedule & locker | | | | ☐ |
| Send family "Who to Call" FAQ | | | | ☐ |
| **Add your own ...** | | | | ☐ |

*Green = done • Yellow = in progress • Red = help needed*

COMPASS

# A – Action

## 3  Monday-Morning Micro-Huddle Agenda

| Time | Item | Guiding Questions | Notes / Decisions |
|------|------|-------------------|-------------------|
| 00:00–02:00 | Wins Check-In | What went well last week? | |
| 02:00–05:00 | Barrier Spotlight | Which support lagged? | |
| 05:00–10:00 | Plan to Fix | Who owns the next step? Deadline? | |
| 10:00–12:00 | Student & Family Voice | Any feedback? | |
| 12:00–15:00 | Look-Ahead | Upcoming events/tests? | |

# M – Monitoring

## 4️⃣ Four-Week Check-In Checklist

| Area | Evidence Collected | Rating (✔️ / ⚠️ / ✖️) | Fix Needed & By Whom |
|------|--------------------|------------------------|----------------------|
| **IEP Goals** measurable & relevant | Latest data sheets | | |
| **Accommodations** delivered as written | Walk-through & staff survey | | |
| **Assistive Tech** working & used | Device log & student interview | | |
| **Family Communication** at least 2 contacts | Call/email log | | |
| **Student Voice** present in review | Self-reflection form | | |
| **General-Ed Feedback** | Quick poll | | |
| **Next Meeting Date Set** | Calendar invite | | |

COMPASS

# Which Tool Busts Which Bottleneck?

| | Student One-Pager (Transparency) | Responsibility Matrix (Expectations) | Monday Huddle (Action) | 4-Week Check-In (Monitoring) |
|---|---|---|---|---|
| **Information Silos** | ● | | | ● |
| **Timing Crunch** | | | ● | ● |
| **Role & Time Gaps** | | ● | ● | ● |
| **Family Uncertainty** | ● | | | ● |
| **Student Voice Missing** | ● | | ● | ● |
| **Collab-Time Deficit** | | ● | ● | |

COMPASS

# Hands-On Hack Session

- Stand, stretch, grab a partner or group
- Pick ONE bottleneck
- Grab the matching tool page
- Add ONE tweak to a sticky note that you can have in place at the beginning of the school year
- Add it to the bottleneck poster
- Share

**What tool can you use, or procedure can you put in place, at the beginning of the year to make transitions better?**

COMPASS

# What We Did Today

From Bottlenecks → Monday Moves

- named your top jams
- matched them to a tool
- hacked a fix
- shared it

That's a full test-drive of T.E.A.M.!

COMPASS

## A-HA
An idea that you hadn't considered before, but that makes a ton of sense to you

## AGREED
An idea that validates something that you are already doing in your work

## NOW WHAT
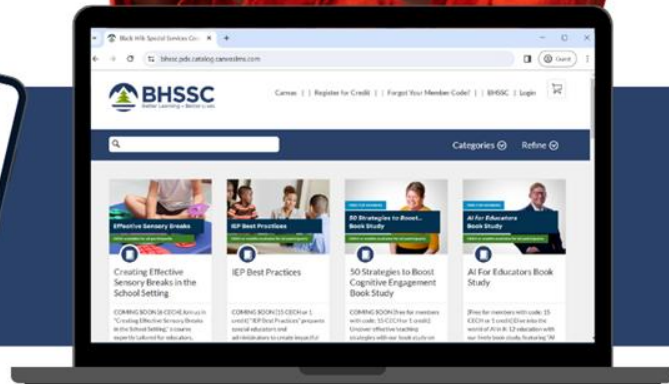An idea that you are going to take back and begin using immediately

# Let's Connect!

**Dr. Kyle Laughlin**

**Director**

klaughlin@bhssc.org

**Dr. Robin Gillespie**

**Deputy Director**

rgillespie@bhssc.org

compass.bhssc.org