

Supporting the Transition from Pre-K to Kindergarten Remotely

A crucial part of setting children and families up for success during a room, grade, or school transition is communicating important information about children to their new teacher. In light of the COVID-19 pandemic, the sources of information pre-K teachers typically pass along to NYC DOE kindergarten teachers (including record cards and authentic assessment data) are not readily available. Additionally, due to the challenges experienced during the pandemic, having families as advocates for their children's education during the return to school in 2020-2021 will be more important than ever.

An end-of-year questionnaire can empower families to document key information about their child to pass on to their new teacher and/or school and promote continued success. Below are some suggestions and considerations to support families with this process:

- Develop an “End of Year Questionnaire for Families” that families can fill out with your support before the end of the school year.
 - [Click here for a sample English questionnaire](#). Please note, additional translations will be added [here](#).
 - Encourage your families to keep this information to share with their child's kindergarten teacher in the fall.
 - Consider including context for kindergarten teachers along with the questionnaire.
- 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 a teacher or a family worker. 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, follow the steps below to access over the phone interpretation:
 - Step 1: Dial 1-800-890-6867
 - Step 2: Provide your 4-letter DOE Site ID.
 - Note: If you are unsure of your site ID, the operator can identify the correct ID using your program's zip code and/or program name and address.
 - Step 3: Indicate the language for which you need an interpreter (or country if you are not sure of their language).
 - Step 4: Let the operator know if you need the interpreter to place a call to a family member/caregiver on your behalf.