

Transition Review Meeting Checklist – At the Meeting



Things to take with you to the meeting	Completed ✓
This checklist 😊	
Areas to Cover Checklist – see BVDOC4	
Meeting information pack <ul style="list-style-type: none"> • Agenda • Reports • Young person’s input 	
Any recent /updated information New information you have gathered and not already shared (take copies or ask the school to copy if you want to refer to it)	
Pen and paper To note any follow up or action points on the ‘Areas To Cover Checklist’ – see BVDOC4	
Another adult To support you – a friend, an IASS* or IS* representative. – *see the Further Information section in your PT Planner.	
An Advocate For your young person, if appropriate. See the Further Information section in your PT Planner.	

Actions at the meeting	Completed ✓
Refer to your checklist!	
Ensure you work through all your questions (if you know they will be difficult to answer – you may want to submit them in advance of the meeting)	
Note responses – this will help you see which have not been answered	
Note follow up action – ensure you know who is doing what and ask for a completion date or feedback date for each action point	

If you have attended a Transition Support Workshop with Bexley Voice, they will contact you after your meeting to support with follow up.