

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: <ul style="list-style-type: none"> • 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 guidance on Transition in Bexley – see Bexley's Local Offer/Further Information section of your PT Planner.	
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.	