

Timeline for Creating a Successful Freshman Transition Program

Steps	When	Activities
Step 1 - Introduction	Beginning of School Year	Solutions, etc. presentation to entire faculty on merits of freshman transition as well as overview of possible elements of a successful transition program. Important to "sell" the idea to the entire faculty. Presentation should followed by presentation to entire faculty by school administrators regarding the school's vision for freshman transition.
Step 2 - Who	Beginning of School Year	A program is only as successful as the people running it. For a freshman transition program to work, the administration must carefully select a group of teachers to head up the process. Consideration should be given to the teachers' attitudes, relationships with weaker students, and stake in the success of freshmen. Also keep in mind that some of next year's new hires would be important additions to a transition team.
Step 3 - What	Throughout School Year	<p>In this step, the faculty members selected in step 2 will begin developing, researching and discussing issues related to freshmen transition and how it will be implemented within their school. This step will last for an entire school year. During that time, the selected faculty members should:</p> <ol style="list-style-type: none"> 1. Meet regularly - preferably weekly to discuss the program 2. Begin to evaluate what it's like to be a freshman in their school 3. Visit exemplary sites 4. Attend conferences/workshops/training sessions on freshman transition and related topics: <ol style="list-style-type: none"> a. Solutions, etc. conference b. AVID - Advancement Via Individual Determination c. TESA - Teacher Expectations Student Achievement d. High Schools that Work 5. Begin sharing ideas with one another about what works with freshmen 6. Visit the middle school(s) that feeds the high school to gain understanding of the year leading up to ninth grade <p>The school's administration must stay as involved as possible during this step while at the same time allowing the other faculty members to create a sense of ownership in the process. The creator of the school's master schedule needs to begin making plans for accommodating the freshman transition program including what classes will be a part of it, how the program will affect the physical plant of the building, and how the groups of freshmen will be balanced. This will require regular dialogue with the members of the transition committee. School administrators should also play a role in the various site visits and conferences attended by the committee.</p>
Step 4 - Intense Planning	Early Summer	Now that you've had a year to evaluate programs and what works best with freshmen, it's time to begin putting your knowledge and ideas into a formal plan. This should include a 2-4 day planning session to create consensus on various components of program and to finalize standardized expectations.
Step 5- Finishing Touches	Late Summer	The members of the freshman transition program should meet together once again before school begins to make sure everyone is on the same page. This can also be a nice opportunity for some "summer-is-almost-over bonding."

<p>Other Considerations</p>	<p>Throughout the Process</p>	<ol style="list-style-type: none"> 1. Plan and implement parent and freshman orientation 2. Freshman Agenda/Planner <ol style="list-style-type: none"> a. Will there be one? b. What will be included in it? c. Must be designed/sent to printer to receive by fall 3. Select team leaders and program chair - Which teachers will be on which team? 4. What extra support programs and services will be included the first year? 5. Meetings with Central administration - present program 6. Make decisions about any possible course changes including course name changes, prerequisites, weights 7. Meet with School Board 8. Look at existing programs within the school that can be utilized. 9. Will there need to be coordination with other schools in the division? 10. Make plans for reporting to faculty as a means of informing 11. Plan course activities, extra-curricular activities, and co-curricular activities 12. Decide whether you will begin with one team or more 13. Plan for budget considerations including success prep conferences, incentives, agendas, summer staff development, credit recovery, etc.
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