

Mo Scéal: Moving from Preschool to Primary

Timeline and processes

Transferring the completed *Mo Scéal: Moving from preschool to primary* reports from the preschool to the primary school involves a number of steps as outlined below.

| Role/Responsibility... Who? | Action... What? | Timeframe... When? |
|---|--|------------------------------|
| Primary principal or designated person and Preschool manager or designated person | Sign Data sharing agreement | By end of April |
| Primary principal or designated person | Forward Documentation request to the preschool(s) | By mid-May |
| Preschool manager or designated person | Forward Information for parents/guardians and Section 2: Parent/Guardian to parent(s)/guardians(s) | By end of May |
| Parent(s)/Guardian(s) | Complete and return Section 2: Parent/Guardian to the preschool | By early June |
| Preschool practitioner | Work with children to complete Section 3: Child | By early June |
| Preschool manager or designated person | Share completed report with parent/guardian Request parent/guardian consent and signature | By mid-June |
| Preschool manager or designated person | Forward completed report(s) that have consent to the primary school | Mid to late June |
| Primary principal or designated person | Use reports to support children's transition to primary school | Late August, early September |