



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

**LOS ANGELES UNIFIED SCHOOL DISTRICT
BEYOND THE BELL BRANCH**

**SUMMER SCHOOL TRANSITION PROGRAM
COORDINATOR SELECTION FORM**

The home school principal, in collaboration with Summer School principal, selects and sends the Transition Coordinator Selection Form to the Local District Intervention Coordinator. The RLA Administrator at RLA Middle Schools plans transition. There is no additional funding for the planning, recruitment/organization at identified RLA Middle Schools. A Transition Coordinator position is allocated at non RLA Middle Schools for a total of 40 hours for preparation and planning prior to Summer School and must be reported prior to June 30, 2008. During Summer School, the Transition Coordinator is allocated 45 hours for the opening/closing of Summer School, parent meetings, monitoring attendance and documentation.

The duties and responsibilities of the Summer School Transition Coordinator includes:

- Implement Summer School Transition
- Select and meet with eligible students
- Provide Parent Notification/Permission Letters to feeder schools
- Organize Parent Meetings at Summer School site
- Attend Transition Coordinator meetings and trainings
- Inventory, distribute and collect instructional materials
- Monitor student attendance and class size
- Complete reports as requested by Beyond the Bell Branch

Please indicate the Summer School Transition Coordinator and complete the information below.

School _____

School Phone # _____ School Fax # _____

Transition Coordinator's Name _____

Current Position _____ Employee # _____ Home Phone # _____

Coordinator's Cell Phone # _____ E-mail _____

Principal's Signature

Date _____

Transition Coordinator's Signature

FAX TO: Local District Intervention Coordinator