



TRANSITION PLANNING - EARLY INTERVENTION TO EARLY CHILDHOOD SPECIAL EDUCATION

Planning for transition from Part C early intervention can start early. Transition planning will be facilitated by the Family Resources Coordinator (FRC). Transition planning must occur whether or not a child may be potentially eligible for preschool special education services. Transition planning is needed even when a child may transition to a community based program alone or to no additional services at all. The family always has the right to decline transition planning services.

1. School Districts must be notified when a child may be potentially eligible for Part B special education services.
 - a. The FRC must notify the school district when a child may be eligible for transition no later than six to nine months before the child's 3rd birthday.
 - b. The FRC is required to retain documentation that identifies how notice was given.

2. Transition steps and services must be documented in the IFSP transition plan.
 - a. The FRC can begin talking with families about transition and the potential services long before the final transition plan is written.
 - b. Based upon child and family needs and priorities, the steps and services needed to facilitate transition must be identified and documented.
 - c. Transition steps and services must identify the preparation needed by the child and family to experience a smooth and effective transition.
 - d. The FRC must document in the transition plan needed transition steps and services.

3. With parent consent, the FRC will convene a transition conference.
 - a. A transition conference must be convened to develop a transition plan no later than 90 days and up to 9 months before a child 3rd birthday.
 - b. Both child and family transition needs must be considered.
 - c. Consideration must be given to all the possible services a child may be eligible to receive after transition occurs.
 - d. School district personnel must be invited to attend.
 - e. Parent consent for release of information may be obtained by the FRC at this time.
 - f. Parent consent for initial special education evaluation may be obtained by school district personnel.
 - g. A special education evaluation plan may be developed and initiated by school district personnel.
 - h. A review of the child's program options for the period from the child 3rd birthday through the remainder of the school year should be also be identified.

Related Forms:

[Release/Exchange of Confidential Health Information](#)

[Release/Exchange of Confidential Info – School Districts](#)