The Individuals with Disabilities Education Act (IDEA) requires districts to complete the evaluation process for children referred from IDEA Part C Early Intervention programs and have services in place for any eligible students by their third birthdays. Districts must document those State Performance Plan (SPP) Indicator 12 evaluation and service timelines and the Illinois State Board of Education (ISBE) must submit an annual data report to the Office of Special Education Services (OSEP). The Illinois Department of Human Services and ISBE coordinate to provide a monthly list of children who may be transitioning from early intervention to early childhood special education, i.e. the online 27 month list available in the Student Information System (SIS).

The Early Childhood Transition system is available online with the expectation that districts document Indicator 12 status of all children on the 27 month list. ISBE provides the Early Childhood Transition system to:

- notify districts of children receiving Early Intervention services who may transition to early childhood special education (27 month list),
- to facilitate smooth and effective transitions, and
- for accuracy in State Performance Plan, Indicator 12, data reporting.

These frequently asked questions are provided to assist districts with the Indicator 12 transition process and the Early Childhood Transition data entries.

**Question 1.** Where do I find the 27 month list that used to be located in the Student Information System (SIS) in IWAS?

**Answer:** The 27 month list is now the Early Childhood Transition system. This system is the data entry portal where districts/cooperatives are required to enter information on students transitioning from early intervention to early childhood. This system is located in the SIS system listing and is titled “Early Childhood Transition”
Question 2. Does the Early Childhood Transition system replace the EI to EC tracking form?

**Answer:** No, those are two separate processes for two separate purposes. The Early Childhood Transition system is an ISBE data collection portal and the EI to EC tracking form is a communication and tracking tool for Early Intervention. Districts must continue to complete the tracking forms and send those to the local CFCs.

Question 3. How do I document on a student who transitioned from early intervention, but is not in the Early Childhood Transition system?

**Answer:** If you have a student transitioning from early intervention who is not on your list, contact ISBE for assistance in resolving the matter. You will be unable to document on the student at the present time but make sure you check back monthly. If the child appears on the list you will need to document on them.

Question 4. How often should districts update the Early Childhood Transition system?

**Answer:** Districts can update as frequently as wanted, as long as data is reported for each child in the system by September 1 of the following fiscal year.

- It is allowable to enter data at each step of the transition process.
- It is allowable to enter data after completion of the transition process (evaluation and service start date for an eligible child).
- **Final data for a complete fiscal year, must be entered by September 1** of the following fiscal year. Example - for children who turned three-years-old in FY19 (July 1, 2018 – June 30, 2019), the district must have all data up-to-date in the Early Childhood Transition System by September 1, 2019.

The system is updated monthly, so it is a good practice to check monthly for new children and also notify ISBE of any children who are on the list in error (e.g. address outside of district boundaries).

Question 5. Why doesn’t the date in the Early Childhood Transition system match the current date i.e. it appears delayed.

**Answer:** The date on display reflects the most recent data transmission provided by the Illinois Department of Human Services (DHS). The list has a built in delay to allow DHS to collect a full month of student records and then transfer that data to the Illinois State Board of Education (ISBE). ISBE receives the student list from the Illinois Department of Human Services (DHS) and then posts it online using the most recent date of the upload.
Question 6. When should I note that the student is not within the district boundaries?

Answer: The not in district boundary option allows districts to notify ISBE that a child’s address on this list is outside of the district boundaries. The district can and should make note of the correct district in the additional comment section if known and as soon as possible when reviewing the list. Districts should not select out of district boundaries if the child has moved out of the district.

Question 7. How long can districts access the student data in the Early Childhood Transition system?

Answer: The children from the 27 month list will stay in the Early Childhood Transition system up to 47 months. That allows districts time to update after special education evaluations and special education service start date. We encourage districts to update frequently for more accurate data.

Question 8. I cannot get a SIS match for an IDEA eligible child in the Early Childhood Transition system.

Answer: The district will need to create a record in the student information system (SIS) and enroll the student with the grade level of evaluation only. If you know the student has a SIS number, try broadening your search criteria (i.e. birthdate only or birthdate and last name). Only 10 records are displayed on a page, so add in additional search fields until the field is narrowed down to less than 10.

Question 9. Our district evaluated a child and determined she was not eligible. The system requires a SIS match, however, the child was never enrolled. What do we do?

Answer: The district will need to enroll the child in SIS with the grade level of evaluation only. This creates a temporary record which ISBE will exit at a later date.

Question 10. What is the most appropriate delay code to choose when the evaluation was completed before the third birthday but the services could not start due to a parent choice or school break.

Answer: Choose Delay code 7 - Evaluation was completed before the third birthday, but services could not begin until after the third birthday due to a school break or parent choice. This would not result in a district finding.

Question 10. Which delay codes would result in a district finding?

Answer: Delay codes 4 – CFC delay and 6 – LEA delay result in a district finding.
Question 11. Why is a CFC delay a district finding of noncompliance?

Answer: Districts are required to seek out IDEA eligible students, including those transitioning from Early Intervention. The 27 month list in the Early Childhood Transition system provides districts advance notice of children who may be transitioning from Early Intervention. It is the district’s responsibility to follow up on the children on the 27 month list.

Question 12. What can a district or cooperative do if they exceed 150 characters in the additional comment box?

Answer: If a district/cooperative note exceeds 150 characters the staff member can directly email one of the contacts identified in this document.
Contact Information

Early Childhood Division

Kristi Doan- kdoan@isbe.net

(217)524-4835

Special Education Services

Zach Allen- zallen@isbe.net
Mandi Richards-marichar@isbe.net

(217)782-5589