



Transition Activities Required Prior to the Third Birthday for Early Intervention/Extended Services

Transition Activity	Responsible Party	Date Addressed
Explored Local Education Agency (LEA) and/or community program options with family.	Child and Family Connections (CFC)	
Discussed options for referral to the Part B system with family, if applicable.	CFC	
Discussed parental rights and responsibilities under Part B with family.	CFC and LEA	
Family accepted referral to LEA: <input type="checkbox"/> Yes <input type="checkbox"/> No	CFC	
Identified and implemented steps to assist the family in evaluating eligible programs and services.	CFC	
Sent specific information, including evaluation and assessment information and copy of the current Individualized Family Service Plan (IFSP), to the LEA and/or other community programs with informed written parental consent.	CFC	
Acknowledge receipt of CFC referral by contacting the family.	LEA	
Family declined transition planning conference: <input type="checkbox"/> Yes <input type="checkbox"/> No	CFC	
Convened a transition planning conference with, at a minimum, the CFC service coordinator, a representative(s) from the LEA, evaluators and the family not fewer than 90 days and, at the discretion of all parties, not more than nine months before the child's third birthday to discuss any services the toddler may receive under the Part B system.	CFC	
Attend the transition planning conference to discuss any services the toddler may receive under the Part B system and inform parent of any paperwork required to begin the evaluation process.	LEA	
Provide residency paperwork and other paperwork requested by school district so evaluation process is not delayed.	Parent/Guardian	
Begin evaluation process in a timely manner.	LEA	
Ask the parent(s)/guardian(s) if the district should invite the service coordinator to the eligibility meeting.	LEA	
Determine eligibility and develop an Individualized Education Program (IEP) at least two weeks prior to third birthday.	LEA	
Make decision regarding Early Intervention/Extended Services (EI/ES) at the eligibility determination/IEP meeting.	Parent/Guardian	
Make a phone call and/or email with confirmation to service coordinator to notify of eligibility determination within two working days of determining eligibility if the service coordinator is unable to attend the meeting.	LEA	
Child is eligible for EI/ES referral: <input type="checkbox"/> Yes <input type="checkbox"/> No Functional outcomes regarding pre-literacy/pre-numeracy identified: <input type="checkbox"/> Yes <input type="checkbox"/> No	CFC	
Return Transition Tracking Form to CFC within two working days of parent notification of decision.	LEA	
Complete Early Childhood Transition System tracking information in SIS.	LEA	