



# Illinois State Board of Education

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## MEMORANDUM

**To:** District Superintendents  
Directors of Special Education  
Early Childhood Special Education Coordinators  
Prekindergarten Contact Persons

**From:** Christopher Koch, Assistant Superintendent of Special Education  
Kay Henderson, Division Administrator Early Childhood

**Subject:** Early Intervention to Early Childhood Special Education Transition

**Date:** October 7, 2005

The purpose of this memo is to clarify and stress the importance of the Transition Tracking System for children moving from Early Intervention to Early Childhood Special Education at age 3. The IL Adm. Code 226 states at 226.260,

“a) Child with an IFSP

For each child who will be making the transition from an early intervention program into the special education program of a school district at age three, the district shall ensure that either an IEP or the child’s IFSP is in effect on his or her third birthday. A representative of the school district shall participate in the transition meeting scheduled by the early intervention team.”

Local Education Agencies (LEA) must aggressively seek information about and referrals from Child and Family Connections (CFC) offices on children who are turning 3 in order to have procedures in place for children to have an IEP developed and implemented on or before the date of the child’s third birthday. The Department of Human Services (DHS) and ISBE have developed a tracking system for children who transition from Early Intervention to Early Childhood Special Education at age 3. The Transition Tracking Form will be delivered to the LEA with other information on the child from the CFC. If it is not, please ask for it. A copy of the form and instructions is attached. It is very important that you complete the Transition Tracking Form and return to the CFC. It is also important that you keep in close communication with the CFC and document any circumstances that may result in a delay of IEP development and implementation past the child’s third birthday.

The CFC enters the information from the Transition Tracking Form into its data system. DHS and ISBE use this data to report to the federal Office of Special Education Programs (OSEP) on the percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays. Any delay in the IEP development and implementation is coded by the CFC and reported to the ISBE who must report to OSEP. OSEP is extremely concerned with the percentage of children we report that are “special education eligibility not determined” at age 3. DHS uses 5 codes under this determination. They are as follows:

Code	Description
37A	Special Education Eligibility Not Determined/CFC delay
<b>37B</b>	<b>Special Education Eligibility Not Determined/LEA delay</b>
37C	Special Education Eligibility Not Determined/Family Delay
37D	Special Education Eligibility Not Determined/Referral Declined-Receiving Services Privately
37E	Special Education Eligibility Not Determined/Referral Declined-No Other Services Received

OSEP requires that 100% of children referred by Part C prior to age 3, who are found eligible for Part B, have an IEP developed and implemented by their third birthdays. LEAs must work diligently to assure that they are never responsible for a delay and that **Code 37B - Special education eligibility not determined/LEA Delay** is never recorded by the CFC.

Thank you for meeting these requirements to ensure that children who transition from early intervention to early childhood special education at age 3 receive a smooth and efficient transition with no gaps in service. If you have any questions please contact Pamela Reising Rechner at 217.524.4835 or preising@isbe.net.