

Sample

AzEIP/[SCHOOL DISTRICT] Transition Process

Purpose: To provide AzEIP Service Coordinators (SC) and [enter school district name] transition staff with brief guidelines for completing the transition process with [enter school district name]. The purpose of the Transition Conference (TC) is to provide the family information about potential programs, both public and private. The SC is responsible for scheduling and holding a Transition Conference for each child between 2.6-2.9 years of age [if school district (SD) allows children to begin before their 3rd age birthday, include or 2.3 years of age if all parties agree] whether or not the family intends to transition to public school. With parental consent (documented on the “AzEIP Consent to Share Information” form and indicated on the IFSP Transition Planning page), the SC will invite the school district representative, as well as other programs the family is interested in, to the transition conference.

Child enrolled in AzEIP and is between 2 years 3 months and 2 years 6 months old:

1. SC verifies that child resides in school district [If SD has contact number or website to verify, include here.] and determines family availability for TC and convenient location.
2. The SC ensures that the family has signed the “Consent to Share Early Intervention Records” prior to the TC, so the SC and other IFSP team members can talk with the SD during the TC.
3. The SC will initiate scheduling the Transition Conference with the SD by:
 - Sending a secure email to [insert SD contact e-mail] with the child’s name, D.O.B. , address and SC phone number; or
 - Faxing the “Invitation to Participate in a Transition Conference”.
4. The SD calls SC to coordinate date and time of conference.
5. When the date and time of the Transition Conference is confirmed with all parties, the SC faxes the “Invitation to Participate in a Transition Conference” form to the school district and sends to family and others invited.
6. At TC, the SC documents the agreements made during the meeting on the ‘Transition Conference Summary’ form. A copy is given to the SD, family, and other team members present.

If family wants to move forward with a referral to the SD:

1. The 'PEA Notification/Referral' form is completed and a copy is given to the SD.
2. With the parent's written consent, the SC will provide copies of records to the SD as well as recent (up to one year), completed hearing and vision screenings if available. Note: The SD will schedule an hearing screening, if not available/accessible, before the child can be scheduled for evaluation.
3. The family will provide two proofs of residence, a copy of the child's birth certificate and a completed developmental history. This is not required at time of TC, but is required prior to evaluation and enrollment by the SD.
4. The family will be asked to complete a SD registration form at the end of the meeting in order to initiate screening and evaluation and to enter the child's information into the SD data system.
5. SC will be invited to the MET/IEP by the SD at the request of the parent as documented on the Transition Conference Summary form.

If the family does not want to move forward with a referral to the SD:

- This decision is noted on the 'Transition Conference Summary' form, if known at time of meeting.
- If the family decides not to move forward after the PEA Notification/referral has been sent, the SC will ensure that the SD contact is notified and the SD will issue a Prior Written Notice to the family explaining what they propose and that they are not moving forward due to family's request. A copy will be mailed to the SC.

If the child is determined eligible after child is 2 years 9 months old: No Transition Conference is required.

1. AzEIP completes initial IFSP.
2. SC sends PEA Notification/Referral Form to SD (unless parent opts-out).
3. SD receives PEA Notification/Referral Form and begins evaluation process with review of records from AzEIP and places child as close to three as possible.

Late referral to AzEIP at 2 years 10½ months to 3 years or older: No Transition Conference is required.

1. IPP/SC refers parent to SD by sharing SD contact information.
2. SD treats as regular referral.

Please see the AzEIP/Department of Education Transition Agreement dated 1/2011 for more detailed policy and procedures:

<http://www.ade.az.gov/earlychildhood/preschool/programs/presch/transition/TransitionIGAJuly2010-June2015.pdf> For AzEIP

policies and procedures, please see:

http://www.azdes.gov/uploadedFiles/Arizona_Early_Intervention_Program/chapter_4_transition_9_10.pdf

Preschool Transition Contact Numbers:

	<u>AzEIP/DDD Contact</u>	<u>AzEIP/ASDB Contact</u>	<u>AzEIP Team-Based Contact</u>	<u>School District</u>
Name				
Address				
Phone				
fax				
e-mail address				

	<u>Head Start Contact</u>	<u>Local Child Care Center</u>	<u>Faith Based Center</u>	<u>Private Placement Option</u>
Name				
Address				
Phone				
fax				
e-mail address				