

# Transition at Age Three Procedures

Approved: July 1, 2019

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Who is responsible: Service Coordinator

## Transition Planning

The Service Coordinator will develop a transition plan for all eligible children who are between the ages of birth and 33 months beginning with the Initial Individualized Family Service Plan (IFSP). Ongoing transition planning must be part of IFSP team meetings except for administrative change reviews. Requirements for participants of IFSP team meetings as well as all applicable procedural safeguards must be met (see Initial IFSP Procedures and Periodic Review of the IFSP Procedures for specific requirements).

The transition plan must include:

- Determination of need for new IFSP outcomes, services, and supports to address transition-related knowledge, skills, and behaviors.
- A review of transition options for preschool services, including private preschool, Head Start, other service options.
- Transition referral to the Local Education Agency (LEA) or community preschool provider no later than 2 years 9 months of age using the *Transition Referral form*.
- Interim placement options for children turning three between school years.
- Preparing the child for changes in service delivery including steps to help the child adjust to and function in a new setting.
- Preparing the parent regarding future placement options and other matters related to the child's transition, including differences between IDEA/Part C services and educationally related services under IDEA/Part B.
- Purpose of transition conference.

Documentation of transition planning must include:

- Steps (activities) to be completed and person(s) responsible.
- Services required or desired.
- Plans to identify and obtain needed services.
- **At least one IFSP transition outcome that captures all required components of the transition plan, with additional service notes, as needed.**
- That transition planning began with the initial IFSP.

## Transition Notification

Transition notification is the transmission of directory information for children eligible for Part C services and are "potentially eligible for Part B services" under the IDEA. Directory information as defined by the Family Educational Rights and Privacy Act (FERPA) includes the following information: child's name, parents' names, date of birth, address, and telephone number. Parental **consent** is not required to transmit directory information for the child's transition notification.

**IDEA/Part C State Office is responsible for ensuring transition notification reports are sent each month to the SC State Department of Education (SCDOE) and each LEA for eligible children ages 24 months and older.**

If no children in a school district/LEA qualify for notification, a “Zero Report” is sent, notifying the SCDOE and LEA that there are no children to report in a specific month range.

The Part C Data Manager or designee is responsible for generating these reports and will retain an electronic or hard copy of all reports sent to SCDOE and LEA. The SCDOE will notify the Part C Data Manager or designee of any LEA contact information updates.

## Transition Referral

Transition Referral is a written referral to LEAs between 27 months and 33 months of age for all IDEA/Part C - eligible children. The transition referral may be sent as either a hard copy or encrypted electronic copy, and with parent **consent**, the transition referral may include relevant information from the **child’s IDEA/Part C record**.

The Service Coordinator is responsible for sending the **Transition Referral Form** for children found eligible prior to 33.0 months of age to the appropriate LEA or community preschool provider. **The Transition Referral Form should be sent as close to 27 months as possible to give the LEA appropriate scheduling and planning time.**

The Intake Coordinator is responsible for sending the **Transition Referral Form** for children found eligible between 33.0 and 34.5 months of age to the appropriate LEA.

The Central Referral Team (CRT) will provide the family with the following information for children referred to IDEA/Part C between 34.5 and 36 months of age:

- Give the family contact information for their LEA for future reference.
- Inform the family that they can contact their LEA at any time to receive information about Part B services.
- Inform the family that directory information will be sent to the SCDOE and LEA to assist with LEA child find activities.

Further contact about these services is the responsibility of the LEA.

## Transition Conference

The Transition Conference refers to either:

- A meeting convened by IDEA/Part C with the LEA for children “potentially eligible” for preschool services under IDEA/Part B. The transition conference may be combined with the **IFSP team meeting** to develop the transition plan, so long as the conditions of an IFSP team meeting are met. Please see procedures for Periodic Review of the IFSP for requirements regarding time and place, native language or mode of communication, and prior written notice.
- A meeting convened by IDEA/Part C for children choosing preschool services in the community instead of the LEA.

The Service Coordinator is responsible for scheduling and facilitating the transition conference, including prior written notice to both the family and the LEA or community preschool provider. Transition conferences may be completed by telephone, face-to-face or by using other technology with a secure connection. The transition conference must:

- Be held for all children determined eligible by 33 months of age. [There may be instances where the transition conference is due before the initial IFSP is developed. To determine which must occur first,](#)

check the date initial IFSP is due on referral screen, and compare it to the last date the transition conference is due on transition/exit screen. If transition conference due date is before initial IFSP due date, the transition conference must occur before the initial IFSP is developed.

- Be held between 27 and 33 months of age.
- Be held at a mutually agreeable time.
- Include the:
  - Parent(s);
  - Other family members if requested by the parent;
  - Advocate or person outside the family if requested by the parent;
  - Service Coordinator;
  - Person(s) involved in evaluation and assessment; and either,
  - The LEA or community preschool providers.
- Be documented on the **Transition Conference Summary Form** and on the BRIDGES transition screen by the Service Coordinator.

If the parent is interested in preschool services through the LEA and has provided necessary **consent**, but declines to participate in the conference, the Service Coordinator is responsible for:

- Reviewing transition planning information listed above with the family.
- Providing the family with the LEA contact information
- ~~• Holding the transition conference with the LEA or other preschool provider for the purpose of exchanging relevant information regarding the ongoing services specified in the IFSP.~~
- ~~• Record the date of the transition conference in BRIDGES.~~
- **Choosing “Family Refused” on the Transition screen in BRIDGES.**

If the parent is NOT interested in IDEA/Part B services through the LEA, the Service Coordinator is responsible for:

- Reviewing transition planning information listed above with the family.
- Providing the family with the LEA contact information should they change their mind.
- Checking the box in BRIDGES “Family Refused”.

Contact information and procedures for arranging the transition conference will be based on information from each LEA. These arrangements will be reviewed, updated annually, and will include LEA transition conference procedures for children turning three when school is not in session.

A transition conference is not required for children referred to IDEA/Part C at or after 33 months of age or children determined eligible for IDEA/Part C after 33 months of age.