**Transition**

1. **Policy:**

1. A Transition Discussion is to be given to the parents prior to the child turning 27 months old.
2. A Transition Conference is to be scheduled and completed before the child turns 33 months old
3. **Procedure:**
4. **Service Coordinator responsibilities:**
5. **Transition Discussion with the family/Referral Notification due by 27 months**
6. At the IFSP closest to the child’s turning 24 months, share with family that At 27 months, child’s name, parent’s name, and address is transferred automatically to the school district listed under child contacts if child is eligible and parents don’t opt out.
7. If not completed at the IFSP, service coordinator schedules a home visit before child is 26 months.
8. Service Coordinator Team Lead gives service coordinators reports monthly of children turning 27 months in the next few months so they can plan when to hold the opt out discussion.
9. Go over pamphlet that is provided for their local school district
   * 1. Documentation
10. OPT OUT form (SC just fills out the top part and dates it and no one signs at the bottom unless parents choose to opt out. Document discussion in box in btots.)
11. Transition Plan (steps 5a-f) form (SC dates when discussed and documents brief discussion in boxes in btots. Reviews preschool preparedness and develops outcomes and services to prepare child for transition. Obtain parent signature on release of information to Part B and include in file/document in btots. Arrange transition conference to occur BEFORE child is 33 months of age. )
12. Eligibility for the school district**:** The school district has their own eligibility criteria that is different from Early Intervention
13. Release of Record form: ALL evaluations, records, and information that Up to 3 has obtained will be sent to local school districts. Parents need to sign this paper form or the electronic version.
14. Or they can sign the Opt Out form and discuss community options available
15. **32 months:**  Discuss 90 day meeting/Transiting conference and schedule it with school district and parent if release has been signed.
16. **By 90 days before 3rd birthday**: Transition conference has to be completed by this date
17. The LEA from the school district will lead the meeting and ask areas of concern from the parents, explain testing that is needed to assess those areas and set up testing date/time and IEP date/time.
18. **IEP with school district to discuss eligibility for services**
19. **Transition Conference / 90 day meeting with family and local school district**
20. **Schedule**
21. Call local school district to set up date/time (each district has certain days and times allotted for 90 day meetings
22. **Logan City**: Kim Barfuss at Riverside Preschool- (435)755-2337
23. **Cache County**: Kelly Garcia –
24. **Box Elder:** Jason Udy at Corrine Early Learning Center in Corrine, UT (435)230-1135
25. Inform family of date and time and their child does not have to attend this meeting and send a Prior Written Notice
26. Prior to meeting, fax child’s IFSP and any other test results they’ve had while with Up to 3
27. AEPS
28. ASQ-SE
29. PLS-5
30. PDMS
31. FEAS
32. CBCL
33. BDI
34. **Meeting**
35. Transition Conference form to fill out during meeting (yellow copy will go to the parents)
36. Obtain copy of the local school districts form
37. IEP date will be scheduled by the school district
38. **BTOTS**
39. Enter visit note
40. Enter Transition Conference information under IFSP tab, Transition Conference and link it to the associated visit note you submitted
41. **Data**
42. File paper work
43. Submit to data
44. **IEP**
45. Goals to rate with parents
46. Case Disposition
47. Service Coordinator will mark the appropriate boxes and sign
48. Obtain signature from parent
49. Obtain a copy of Evaluation Summary from the local school districts testing
50. BTOTS
51. Enter visit note in BTOTS
52. Exit COSF

**f.** Data

**1**.Turn in to data to exit after the child’s 3rd birthday

**4. Transitioning into the community**

**a**. Not eligible to receive services for the school district or parent’s chose to OPT

out

1. Community resources:

**Exiting a child from the program**

1. **Service Coordinator responsibilities**
2. Rate the goals
3. Exit COSF in BTOTS (before the end of the month that they turn 3)
4. Case Disposition
5. If the parents aren’t present, document it on the form
6. Make a copy and mail to parents
7. Put a note on the form saying that you mailed copy to parents with the date / time
8. Document in BTOTS when Case Disposition was completed and mailed to parents
9. Put through Data (only after the child has turned 3)