

Merced County SELPA

Policy 1.9 Exhibit

PART C to Part B TRANSITION PROCEDURES

NOTIFICATION TO PARENTS AND LEA OF RESIDENCE

The service coordinator, six months before the third birthday of the toddler receiving early intervention services shall do the following:

1. Notify the parent of a toddler, who may be eligible for special education services under Part B of IDEA, that transition planning will occur within the next three to six months.
2. Notify the local education agency where the toddler resides that there will be an Individualized Family Services Plan (IFSP) meeting requiring the attendance of an agency representative, before the toddler is two years, nine months, or at the discretion of all parties, up to six months before the toddler turns three years old.

TRANSITION PLANNING MEETING

Within 30 days following the notification of the parent and the local education agency, the family, service coordinator, and the local education agency shall agree on the date for the IFSP to specify transition steps necessary for movement into services under Part B of IDEA.

PARTICIPATION OF LEA OF RESIDENCE

A Local Education Agency representative shall attend an IFSP meeting held by the time the child is two years, nine months of age. If the Local Education Agency of residence is the preschool operator, it shall be responsible for assessments as necessary to determine eligibility for special education services. If services are provided by another Local Education Agency, the assessments shall be determined and conducted collaboratively by the agencies.

OPPORTUNITIES FOR CONSULTATIONS WITH PARENTS

At the transition planning IFSP meeting, the representative from the local education agency of residence shall provide consultations regarding services available to children, who may or may not be eligible at three years of age.

TRANSITION STEPS

Transition steps necessary for movement into services under Part B of IDEA, or other appropriate programs, shall be outlined at the transition planning meeting. A written Transition Plan, covering each step of the process, shall be developed by the service coordinator. This shall include steps to prepare the toddler for changes in service delivery, including steps to adjust to and function in a new setting.

INFORMATION ABOUT COMMUNITY RESOURCES

Parents shall be provided with information about community resources by the service coordinator when the Transition Plan is reviewed with the local education agency representative. For a child who may not be eligible for Part B services, information shall be provided by the service coordinator to parents about community resources, such as Head Start, child development preschools, and private and public preschools.

IDENTIFICATION OF PERSONS RESPONSIBLE FOR CONVENING MEETINGS

The IFSP shall contain the identification of the people responsible for convening an IEP and final IFSP meeting. Those agencies and individuals responsible are also identified in the Transition Plan referenced above.

PROCESS OF REFERRALS AND ASSESSMENTS

All Part C program providers, with parent consent, shall transmit information about the child to the Local Education Agency/preschool program operator. This information shall include evaluation and assessments and a copy of the IFSP, and is sent no later than the time the toddler is two years, nine months old. The Local Education Agency/preschool program operator shall then complete any additional assessments necessary to determine eligibility for special education services under Part B. These steps shall include calling or sending a packet to the parent acknowledging the receipt of the referral and requesting a signed permission to assess.

TRANSMITTAL OF INFORMATION

All Part C service coordinators shall gather information from infant program providers, and with parental consent, shall transmit referral information about the child to the local education agency responsible for transition assessment. This information shall include progress reports, recent evaluation and assessment results, and a copy of the current IFSP, and is sent no later than the time the toddler is two years, nine months old. When a child's third birthday falls between academic school years, the transition referral will be submitted to the LEA three months prior to the end of the school year. Every attempt will be made to hold the IEP meeting prior to the close of the academic year, but at least by the child's third birthday.

PARTICIPATION OF REGULAR EDUCATION PRESCHOOL TEACHER

If the LEA to provide special education preschool services provides “regular education” preschool services to nondisabled children, and the toddler with disabilities may participate in that regular preschool education environment, the local education agency shall ensure the participation of an appropriate regular education teacher as a member of the IEP team.

INCLUSION OF REGULAR PRESCHOOL ACTIVITIES IN IEP

The IEP for a child aged three through five shall reflect developmentally appropriate activities, including goals and objectives to enhance the child’s ability to access the normal activities for a preschool aged child. These activities may include play, self-help skills, language development, social skills, and motor skills. Access to normally developing age peers shall be supported by the IEP whenever appropriate.

COMPLETION OF IEP AND PROVISION OF SERVICES

An IEP shall be scheduled by the LEA and services initiated upon the child’s third birthday, or at the beginning of the next school term after the child’s third birthday during a period when the LEA special education preschool program is not in session.

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