

Section IX: Transition Documentation Checklist

Child's name	Date of birth
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Italics = Child may qualify for Part B Services

Between 6-9 months prior to child's third birthday Begin preparing for the Transition Planning Conference.	Projected Date	Actual Date	Service Coordinator's Initials
1. Discuss the transition process and develop outcome(s) and activities/strategies on the Individual Family Service Plan (IFSP).			
2. Review child's progress and identify any concerns.			
3. Identify possible program options (public preschool, Head Start, preschool special education, childcare, other)			
4. Identify participants for the Transition Planning Conference. <i>If the child is suspected of having a disability at age 3, the LEA representative, with parental permission, must be invited to attend the transition planning conference.</i>			
5. Obtain informed written parental consent to invite identified participants.			
6. Obtain written parental consent for the release of records. (specify what records are to be released and to whom).			
7. Determine mutually agreed upon time and date for Transition Planning Conference (90 days or up to 9 months before the child's third birthday).			
8. Send each identified individual / agency written notification of the Transition Planning Conference including the date, time and location.			

At least 90 days prior to the child's third birthday, hold the transition planning conference with invited participants.	Projected Date	Actual Date	Service Coordinator's Initials
1. Discuss transition process, review and update IFSP to include a family-driven outcome and a sequence of activities that will ensure a smooth transition by age three.			
2. <i>The LEA / School district representative will:</i>			
<i>a. Inform family of the due process and procedural safeguards.</i>			
<i>b. Review child's records.</i>			
<i>c. Decide with family and other team members if there is a suspected delay.</i>			
3. <i>If a disability is suspected, complete a Referral for Evaluation PR-04.</i>			
4. <i>Obtain written parental permission for a multi – factored evaluation (MFE) using the Parent Consent for Evaluation Form PR-05.</i>			
5. <i>If a disability is not suspected the team explores other options.</i>			