

Transition Guidelines

General Timelines for the Transition Process

Around Child's 2 nd birthday (earlier, if appropriate)	Transition plan form completed by the family, Family Service Coordinator, and Infant-Toddler service providers.
3 to 6 months before child's 3 rd birthday	ICC sends a Transition Packet to the child's family.
100 calendar days before child's 3 rd birthday (or earlier, if appropriate)	Family Service Coordinator arranges the Transition Meeting, with parent permission.
90 calendar days before child's 3 rd birthday (or up to six months before child's 3 rd birthday, if desired) *If the child has a summer birthday, the referral can be made 3 months before the end of the school year.	Transition Meeting is held; referral is received by the Preschool representative; parents are given an explanation and copy of Preschool parental rights and asked to sign Consent to Release Information and Permission to Evaluate forms.
The next Preschool team meeting after referral is accepted	Preschool team determines evaluation team and Case Coordinator.
60 school days after referral is accepted	Evaluation to determine Preschool eligibility is complete and IEP or IFSP is developed.
By child's 3 rd birthday	Services begin.

Responsibilities of the Child's Family

Child's Name _____

Date of Birth _____

- Families should be actively involved in the transition process, as advocates for their child.
- The family should openly communicate and provide information regarding their child with the Infant-Toddler and Preschool teams in order to facilitate a smooth transition.
- The family should recognize that as the child develops and changes, so must the services to best meet the needs of the child and family.
- If the family needs or wants childcare or a preschool for their child when he or she turns three, the family should look into these options. The Family Service Coordinator can assist with this. This should not be confused with special education services.
- The family should express their concerns and priorities and ask questions regarding transition timelines and procedures.
- A family should recognize a child moving forward in their educational career. This move forward is a natural process and should be celebrated.

Community Placement Options

