**EXITING AND TRANSITIONING FROM BIRTH TO THREE**

**Overview**

Families with children who are determined to be eligible for Birth to Three can remain enrolled until their child is functioning at age-level in all areas of development, their child reaches age 3, or when participation in the child's preschool special education program begins (start of the school year or implementation date on the IEP for late referrals) if “EIS Over 3” is chosen by the family. Most families will exit when their child turns age 3 and all will require transition planning. IDEA requires that the Birth to Three System has procedures in place to ensure a smooth transition to early childhood special education or other appropriate services.

In Connecticut, Local Education Agencies (LEAs or school districts) are responsible for offering early childhood special education and related services to children determined to be eligible for Part B of the IDEA no later than their third birthday. While some school districts may opt to provide services to an eligible child prior to age three, enrolled children and families continue to be eligible for Birth to Three services until age 3 or over 3 if they qualify for “EIS Over 3”. Some families will exit before reaching age 3 for reasons noted below.

# Informing Families about Transition

Families are introduced to the idea of transition upon entering the Birth to Three System. Transition should be discussed with families in a general manner at every IFSP meeting and during home visits as appropriate.

The service coordinator has an important role to ensure that each family is knowledgeable about the transition process. In addition to frequent conversations with their service coordinator, a family considering including their LEA in transition planning can access Birth23.org which has information for families about the transition process.

The service coordinator is also responsible for ensuring that Form 3-8, *Approval to Include My Local School District in Transition Planning*, is completed by the family prior to the child’s age of 2 years 6 months. Parents can approve or decline having the LEA involved in the transition planning and conference. Families should be made aware that when their child reaches 2 years 6 month, directory information is automatically released from the data system to the State Education Agency (SEA) and LEA, regardless of their decision on Form 3-8. (see Notification after Age 2 ½ further in this procedure)

**Transition Plans for all Children**

According to IDEA Part C regulations, the IFSP must include the steps to be taken to support the smooth transition of the child from Part C supports to early childhood special education under Part B of the IDEA or other appropriate services. This section must include:

* Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child’s transition
* Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting
* Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency, including information needed by the LEA to ensure continuity of services from the Part C program to the Part B program, such as a copy of the most recent evaluation and assessments of the child and the family and the most recent IFSP developed (with written parent permission)
* Identification of transition supports and other activities that the IFSP Team determines are necessary to support the transition of the child.

In Connecticut, the statewide IFSP form includes a section to record a transition plan. This section explores the many possible outcomes that could be important for a family, including the family’s transition out of Birth to Three. Every initial and annual IFSP must contain at least one family outcome that addresses a plan for transitioning when Birth to Three supports end. Family outcomes can include a variety of experiences or concerns that affect the whole family. For instance, learning how to explain their child’s abilities and challenges, exploring food or housing assistance, finding childcare, moving to another town or state.

Programs will be prompted to indicate in the data system whether each IFSP contains an appropriate transition plan by checking the box that says: “Transition plan meets IDEA requirements”.

**Early Intervention Supports and Services Over 3 (EIS Over 3)**

A family who is receiving Early Intervention Services (EIS) whose child meets all three criteria below will be able to choose to continue Part C Birth to Three EIS beyond the child’s third birthday until the participation in the child's preschool special education program (start of the school year or implementation date on the IEP for late referrals).

This extension of Part C to children over age 3 applies only if the child is;

* reaching age three on or after May 1 of each year and before the first day of the school year for the LEA responsible for implementing the IEP after the child’s third birthday.
* determined eligible prior to age 3 for Connecticut Birth to Three and receiving early intervention services, and
* eligible for preschool services under Section 619 of the IDEA (see below for EIS Over 3 and Late Referrals).

Programs must provide families with a copy of the Parent Rights brochure and “CT EIS Over 3 Notification” no later than the timely transition conference or as soon as possible if the timeline before the transition conference has passed. All the requirements for transition planning are the same for Part C and Part B. Once the child has been determined to be eligible for Part B and the IEP has been developed, the family will be able to choose how they would like to proceed.

Families cannot re-enter the Birth to Three System once they exit after the child has reached age 3. It is important to review the CT EIS Over 3 Notification Form with families including the information about Extended School Year (ESY). If the child is not eligible for ESY, services from the school will not start until the implementation date on the child’s IEP. This means that if a parent does not elect to continue in Birth to Three, they will not receive supports from Birth to Three or services from their school over the summer. For all families with children who qualify for EIS Over 3, regardless of the choice made, the program must have the parent review and sign Form 5-5, CT EIS Over 3 Consent before the child reaches age 3.

*EIS Over 3 and Late Referrals*

Through a Memorandum of Understanding between the lead agency and the State Department of Education, children who

* 1. qualify for EIS Over 3 based on their birth date,
	2. are referred to Part C between 97 and 46 days before their third birthday, and
	3. are determined to be eligible for Part C,

will be considered to be eligible for Part B on an interim basis until the LEA completes its eligibility determination. If the child is determined to be eligible for Part B, the family must be given Form 5-5. If the child is not eligible for Part B, the family will exit Part C the day after the family the family receives written prior notice from the LEA that the child is not eligible for Part B. For families with children who are not eligible for Part B, if the family exercises their rights as identified in *Procedural* *Safeguards in Special Education* regarding the eligibility determination, Part C services will continue during the pendency of proceedings for that determination of the results.

LEAs are still required to offer FAPE at 3 or for late referrals to the LEA they must develop the IEP for eligible children within a 45 school day timeline. In rare circumstances, regardless of whether the referral to Part C was late, if the eligibility determination by the LEA is delayed and the child is “pending determination” when the child turns age 3, the family may continue in Part C until the Part B determination is completed. In these circumstances the family must be actively engaged in the eligibility determination process with their LEA or they will need to exit Part C.

Children who are found not eligible for Part B and whose parent has filed for due process, mediation or a complaint as a result of being not found eligible for Part B may stay in Part C until whatever comes first, the start of the school year or until a decision has been made regarding the complaint, request for mediation or due process. The parent must provide written documentation of the assigned case number (e.g., copy of letter/email) that includes the name of the person assigned to the issue by the Department of Education.

**Exit Reasons and Dates**

Programs must enter a child’s exit information into the Birth to Three data system within ten business days. The table at the end of this procedure is an overview for the options described in more detail on the pages that follow.

**FOR CHILDREN EXITING AT OR AFTER AGE 3**

**Sharing Information with School Districts before age 2 ½**

Just as families develop a partnership with their Birth to Three program, families should see the future potential transition to their public school special education program as a partnership that begins while their child is receiving Birth to Three supports. Whenever a parent is interested in learning more about their town’s early childhood special education and related services, they may choose to contact their school district directly or they may choose to have their service coordinator release information to give their district a heads up. Early notice helps districts with budgeting and planning and should be encouraged when it is clear that the child will be eligible for early childhood special education. If the parent wishes to share information with their school district before signing Form 3-8, the service coordinator should have the parent sign the Authorization to Release Information (Form 3-3) and send it to the school district along with the documents identified on the form by title and date. Any information received by a Birth to Three program, using the Authorization to Obtain Information Form 3-2, becomes part of a child’s early intervention record regardless of whether it originated from Birth to Three or a provider outside of Birth to Three and may be released with the parent’s written permission (see Records Procedure[).](file:///E%3A%5CB3%5CRecords.doc)  Future written updates of the child’s progress or IFSP should be sent to the school district with parent permission (using Form 3-3) to keep the school district’s preschool team current with the child’s developmental status. The school district may contact the family when they receive this information but there is no requirement that the school district contact or act on the information received about the child**.**

As soon asarelease of information form is signed the informationshould be entered in the Birth to Three data system to ensure that the child’s information will be listed correctly in the data reports sent to the State Education Agency (SEA) and the Local Education Agency (LEA).

**Notification after age 2 ½**

Children who are enrolled or continuing to receive supports in Birth to Three after age 2½ are considered to be potentially eligible for early childhood special education. As required by Section 303.209(b) of IDEA, directory information about each child who is potentially eligible will be transmitted nightly to the SEA and the LEA where the child resides or the NEXUS LEA (responsible school district) so that this notification can be completed prior to 90 days before age 3 (when applicable). Directory information includes the child’s name, date of birth, parent(s) name(s), address, telephone number, the name and contact information for the family’s service coordinator, town of residence, whether the child resides with a parent or foster family, and the language spoken by the family. The report will also indicate whether the parent approved of including their LEA in transition planning (Form 3-8 as Yes or No.).

The data is available to LEAs in four separate reports in the CT SDE data system. The reports are called “Birth to Three Notifications” If the early childhood contact person is not familiar with the system, their pupil personnel or special education director will be.

This is how the reports are described in the SDE data system.

1. *Children with Signed B23 Approval to Include LEA (Form 3-8) - Children enrolled in Birth to Three whose parents agreed to include the school district in the child’s transition planning conference. \*IMPORTANT: This is an Official Referral. Start referral process immediately.*
2. *Notification of Children Over Age 2 ½ with No Release (Form 3-3) Or Approval to Include LEA (Form 3-8) - Children enrolled in Birth to Three who are over the age of 2½ whose parents had not yet referred or signed a release of information as of the date of export from the Birth to Three system. This list also includes data for children whose parents had revoked a referral for an evaluation. \*NOTE: The LEA has immediate Child Find responsibility for students on this list.*
3. *Children with Release of Information to LEA (Form 3-3) - Children enrolled in Birth to Three whose parents had signed a release of information form but had not referred the child to the LEA for evaluation as of the date of export from the Birth to Three system. \*NOTE: This is NOT a referral. However, the LEA has Child Find responsibility for students on this list.*
4. *Children Under Age 2 ½ with No Release (Form 3-3) or Approval to Include LEA (Form 3-8) - Children under the age of 2½ whose parents had not yet referred nor signed a release of information as of the date of export from the Birth to Three system. \*NOTE: This is NOT a referral. The LEA does NOT have Child Find responsibility for students on this list.*

**Including Local School Districts in the Transition Planning**

Even if information has been shared with a local school district through a release of documents (using Form 3-3) or by the notification process explained above, a parent still must approve of including their LEA in transition planning. When a child is within 9 months of their third birthday and prior to the age of 2 years 6 months, Form 3-8 (Approval to Include my Local School District in Transition Planning) should be completed. This form must be signed by a parent and sent to the LEA to indicate that the parent wants their school district to begin the process to determine whether their child will be eligible for early childhood special education when they turn three. A Birth to Three surrogate or foster parent may sign Form 3-8. See Children in DCF Procedure for more information.

If necessary, the State Department of Education (SDE) will also assign a surrogate for the child. The surrogate parent appointed by SDE has statutory authority to receive all records related to the child and may request them from the Birth to Three program. This may be in addition to records that may have already been sent to the Local Education Agency or school district. The Birth to Three parent should sign a release (Form 3-3) for all requested documents.

The date that the Form 3-8 is sent to the school district should be entered into the Birth to Three data system. A copy of the form and any attachments should be sent to the school district within a week of it being signed. Any updated documents can be sent later with a separate permission to release (Form 3-3) signed by the parent. When the school district receives Form 3-8 they will acknowledge receipt of the form by contacting the family. As long as Form 3-8 is received in a timely manner and a transition conference is held on time (more than 90 days before age 3) the school district must ensure that the eligibility determination and the Individual Education Plan (IEP), if the child is eligible, is complete by the child’s third birthday. A school district may request scheduling a planning and placement team prior to the end of the school year for children with summer birthdays.

*Revoking Approval to Include the Local School District in Transition Planning*

If after completing Form 3-8 a parent chooses not to include the school district in transition planning, exits Birth to Three or moves from to another school district, whenever possible, Form 3-8 indicating that the approval is being revoked should be signed and sent to the school district that received the initial Form 3-8, and the updated information entered in the data system. This informs the school district that they can close the record they began for this child.

In the case of a family who has moved to a new town in Connecticut, a new Form 3-8 should be completed and sent to the new school district. The new address and responsible LEA should be updated in SPIDER so that the child’s name will display on the correct LEA data report.

Revoking approval without moving or exiting will not remove a child’s name from the electronic reports to the school district but the district will see that Form 3-8 now reads as No instead of Yes.

#### Transition Conferences with LEAs

If a parent has signed Form 3-8 or has contacted the school district directly (and wants information from the child’s record shared), then the service coordinator is responsible for arranging a transition conference with the LEA no fewer than 90 days prior to the child’s third birthday and, at the discretion of all parties, not more than 9 months before the toddler’s third birthday. The appropriate people to have present include: (1) the parent(s), (2) the service coordinator, (3) an LEA representative, and (4) anyone else the parent, LEA or service coordinator feel would be helpful. If it is not possible for the LEA representative to be physically present at a meeting they may participate by another mode (e.g., telephone or other HIPPA compliant synchronous audio-visual communication).

The transition conference is the responsibility of Birth to Three with the main purpose being to help the family and school start to develop a relationship, along with determining the next steps in the process. Best practice would be to hold the transition conference in the child’s home, if the family is in agreement. Some school districts may want to hold Planning and Placement Team (PPT) 1 at the same time. The PPT meeting is the school district’s responsibility, and it must be a distinct meeting that is separate from the transition conference, but it may be held consecutively after the transition conference. Some school districts, upon receiving Form 3-8, may prefer to contact the family and schedule a meeting time themselves. This might happen if the school prefers to hold the PPT meeting right after the transition conference. However, it still the responsibility of the service coordinator to ensure that the transition conference is facilitated by Birth to Three, is held on time, and that the school district is invited with enough notice to facilitate their participation.

It is important that the service coordinator has developed a working relationship with the receiving LEA. Teams in Birth to Three and the LEA should be as flexible as possible in order to support the family during this process. Service coordinators, after a signed release from the parents, may contact the LEA to arrange a mutually agreeable time and place to hold the transition conference, with preference given to the family’s wishes. Service coordinators may use the sample invitation letter included in this procedure or the program may develop its own that can also be used to schedule these meetings with school districts. However, a letter should not be the only contact with the school as considerable coordination may have to happen for scheduling purposes. Arranging the transition conference well in advance allows sufficient time for school district staff, Birth to Three staff, and the family to plan for the conference. There must be documentation in the child’s record to show when contact was initiated with the school district to schedule the transition conference.

If, after attempting to accommodate both the LEA and the family’s schedules, the LEA cannot participate in the transition conference, the conference must be held anyway in order to be timely and in compliance with IDEA Part C. The service coordinator is responsible for documenting the date the conference was held and this must be entered in the data system along with an indication about whether it was delayed due to documented extraordinary family circumstances and whether the LEA was not present.

If a family chooses to contact the school district directly and does not want any information shared with the district from the child’s record or by the Birth to Three program, then the service coordinator cannot invite the school district to the transition conference. The service coordinator will still hold the transition conference without the district representative as they would for any child whose family did not approve of including their school district in transition planning.

Although not ideal, since the transition conference is a way to prepare parents for a Planning and Placement Team (PPT) meeting, the school district may hold a PPT meeting as a separate meeting immediately following the transition conference provided that the district adheres to all procedural requirements of the IDEA, Part B.

All of the decisions reached, and activities identified, including potential dates when the PPTwill convene to determine eligibility or develop an IEP, should be recorded. This can be written on a contact note or as part of the transition plan if the IFSP was reviewed as part of the meeting (and prior written notice provided).

For all children and especially for children with late spring or summer birthdays, it is helpful for the service coordinator to notify and work with the school district as early as possible within the school calendar year. This will allow ample time for the scheduling of the child’s transition conference and planning and placement meeting(s) and allows the PPT to determine if a child is eligible for EIS Over age 3 and/or extended school year services (ESY).

The service coordinator should be sure to inform parents about the documentation that will be required before their child can enter school, including the birth certificate, proof that the family resides within the school district boundaries, and a completed health form.

If the family is experiencing insecure housing, the school district must assist them in registering their child, in accordance with the McKinney-Vento Act. For more information, see the Birth to Three Procedure on Children who are Homeless.

#### Eligibility Determination for Special Education and Related Services

The school district must complete a comprehensive evaluation of the child in the developmental area(s) of concern. To do this a school district may choose to use current information from the Birth to Three program to determine a child’s eligibility, or they may choose to have their own personnel evaluate and assess the child to determine eligibility, or they may do some of each.

Ultimately, it is the responsibility of the public school staff to gather the necessary information, as it is the child’s Planning and Placement Team that will make the determination of the child’s eligibility.

Service Coordinators must document the sharing and review of Form 5-3 (Referral for Registering for Developmental Monitoring) for children found not eligible for Part B Services. This form gives the family the information they need to register for developmental screening which will be used by the LEA.

**Role of the Service Coordinator or Provider at the PPT Meeting**

Per IDEA with parent permission the Birth to Three Service Coordinator or staff member must be invited to attend the PPT and may participate in all portions of the meeting. The eligibility decision and the development and implementation of the IEP belong to the PPT with participation of the child’s parents. IDEA requires the PPT to consider the child’s IFSP when developing the IEP but it does not require that the IFSP be mirrored in the IEP.

The role of the service coordinator as well as other Birth to Three practitioners who may be in attendance, prior to and during the meeting, should be to support the competence in the parent’s ability to describe their child abilities and challenges, as well as potential strategies to support their learning. By supporting the parent’s ability to describe their child’s strengths, interests, needs, and useful strategies, we are building the competency for the parent to act as an advocate for their own child. At times, the school district may request the opinion of the Birth to Three provider for ideas regarding effective strategies or recommendations. After coaching the parent to respond, the Birth to Three provider may also share information that will help the PPT make decisions. Unless specifically requested at the PPT, it is not the role of the Birth to Three personnel to make recommendations on issues such as proposed special education goals, personnel, placement or services, including the location, type, frequency, or intensity of Part B services.

**Transition for Children Enrolled in Birth to Three after 33 Months of Age**

When a child enters the Connecticut Birth to Three System fewer than 97 but at least 46 calendar days before his third birthday, the Birth to Three System is still responsible for determining whether the child is eligible for Part C. If the child is eligible, an IFSP must be developed those addresses transitioning from the Birth to Three System to the local school district or other appropriate services. The service coordinator will explain the transition process and timelines for transition to the parent and the importance of contacting the LEA as soon as possible to begin the special education referral process to determine whether a child may be eligible for special education. With written consent (Form 3-3) from the family to contact the LEA the service coordinator could contact the school district to coordinate the child’s initial evaluation with the local school district thus avoiding duplication of efforts.

Per Section 303.209(b)(iii) of the Part C regulations of IDEA, referrals to Child Development Infoline for children who are within 45 calendar days of their third birthday shall be re-directed to the responsible local school district for child find activities including potentially an evaluation and services if found eligible for preschool special education. This will not be considered a Birth to Three referral.

**Transition Planning for Families Not Seeking Special Education**

When families do not approve of including their school district in transition planning, they still must have a transition planning meeting before exiting. The meeting may occur as part of the development or review of the child’s IFSP or during a regular visit. When it is part of an IFSP meeting, the transition meeting is documented on the IFSP form, otherwise a contact note or service coordination page may be used to document the meeting in the child’s record. Timing for holding this conference can occur up to 9 months prior to the child’s exit but no later than 90 days before the child’s third birthday (for children exiting at age three). The service coordinator is responsible for arranging the meeting and ensuring that it is held within the required timelines and that it includes the parent(s), the service coordinator, and anyone else the parent feels would be helpful in developing the plan.

The transition plan as documented in the IFSP should include activities to prepare for the transition and a reasonable timeframe for completing them. It should also include connecting the family with community resources outside of the Birth to Three System and an offer to connect the family with the Ages and Stages Questionnaire (ASQ) process available through the Child Development Infoline (CDI) for children up to age five. If the parents are interested in participating in the ASQ, the service coordinator can assist the family with enrolling online at https://cdi.211ct.org/program/ages-and-stages or give the family the Ages and Stages brochure that contains the consent form which should be mailed back to CDI.

Even if a child is exiting from Birth to Three services because he or she is functioning within the normal age range in all areas of development, the service coordinator must still, with parent approval, convene a transition conference and should offer enrollment in the ASQ process, and discuss community resources and options.

**FOR CHILDREN EXITING BEFORE AGE 3**

Prior written notice must be given to parents of all eligible children before a provider proposes or refuses to change the identification, evaluation, or placement of the child or early intervention services. The service coordinator should schedule an IFSP review to discuss the updated assessment results and determine the need for continued early intervention supports and services. As always, prior written notice must be given to the family to notify them that the child’s IFSP is going to be reviewed unless it is a parent-initiated review of the plan (refer to Procedural Safeguards).

The signed IFSP will be the documentation that the family is aware of their rights and is in agreement with their child’s exiting. If a child exits without an IFSP review because the family has requested to have child exited or cannot be located (see section below on exiting child when family consistently misses visits) the service coordinator should put the decision in writing clearly stating what the action is and the reason for the action and send this to the parent with Prior Written Notice Form 1-6 and a copy of the CT Birth to Three Parent’s Rights Brochure and Form 5-1 (Notice of Record Retention and Destruction).

Depending on the circumstances of the child’s exit from Birth to Three services, the service coordinator should offer to hold a transition meeting with the family to discuss the discontinuation of the Birth to Three services. During this meeting the IFSP may be reviewed, especially the transition plan. The plan should include activities to prepare for the transition and a reasonable timeframe for completing them. It should also include connecting the family with community resources outside of the Birth to Three System and an offer to track the child’s development through the Help Me Grow program which tracks development using developmental monitoring questionnaires up to the age of five. If the parents are interested in participating, the service coordinator should call Child Development Infoline (CDI) with the family so the family can speak with the staff at CDI. Families should also be given the CDI website https://cdi.211ct.org/program/help-me-grow/

# Dispute Resolution Regarding Exit

If a parent disagrees with the decision to exit, they should be informed by their service coordinator of their right to request a review of their evaluation with the Birth to Three System by contacting the Birth to Three Family Liaison. The following process will be used to address the complaint:

1. The lead agency will request and review a copy of the report summarizing the most recent assessments used to make the determination and any other available information from the program.
2. The Birth to Three Medical Advisor may be asked to review the evaluation report and supporting documentation.
3. If, during the course of the review, it is discovered that information was overlooked or the assessment process was flawed, the program will be asked to reconsider the exit decision in light of the new information or to re-evaluate the child.
4. If the assessment was appropriate and all relevant information was considered, the lead agency will inform the family that the Birth to Three System supports the decision of the program and that the family may request a mediation or hearing.

# Exiting Children Whose Families Consistently Miss Scheduled Visits

There are instances in which families are not home when the early interventionist arrives and they have not cancelled the visit ahead of time. In this case, the provider should leave a note explaining that she or he will contact the family to reschedule and remind them of the need to cancel appointments 24 hours prior to the visit whenever possible. Although it is certainly possible for a family to forget that they have scheduled a visit, repeated unplanned cancellations may be an indication that something is wrong with the IFSP. The family may be communicating that they do not wish to have services as specified (frequency, duration, location, or specific service provider). It may be an issue with a particular interventionist. At the point when a family is not home for a second consecutive scheduled visit without any advanced cancellation, the program should send the family prior written notice of an IFSP review and indicate that services may be suspended until the plan can be reviewed. At the review meeting, the service coordinator must try to determine how EI services can best be configured to meet the family’s needs. If the family expresses a desire to transfer to another program, the service coordinator should facilitate that transfer (see Transfer procedure). If the family states at the meeting that they no longer want to receive early intervention services, the service coordinator should document their intent to withdraw their child from the Birth to Three System, and, at a minimum, hold an immediate transition conference with the family to discuss other available community resources. The program then exits the child from the Birth to Three System, using “parent withdrew” as the exit status for the data system. The service coordinator should remind the family that if they change their mind later, they may call 211 Child Development Infoline and re-refer their child. Depending on how long it has been since the child was last seen by a Birth to Three provider, when they decide to re-refer, the child may need to meet the criteria for Birth to Three again to be found eligible

# Re-entering the Birth to Three System

Only families of eligible children “exit” Birth to Three. If a family exits for any reason the program may delete the exit data up to one month from the original exit date. After one month the family must contact 211 CD and make a new referral.  Children over age three cannot re-enter Part C.

**Disposition of Records at Exit**

Form 5-1 (Notice of Record Retention and Destruction) must be completed with all families prior to exit. A copy should be given to the family and the original maintained by the program. This assures that the family has been informed that their record will be maintained for at least six years from the date of exit and how to request copies during the six-year period if needed. This form also serves as notification that the record will be destroyed after six years. Refer to the Records procedure for more information.

**Children who are Deceased**

In the unfortunate event that a child enrolled in the Birth to Three System dies:

1. As soon as possible, update the Birth to Three data system to indicate that the child is deceased. This will ensure that the family does not continue to receive mailings from Birth to Three (such as surveys) that are sent to families of eligible children.
2. Report to CTBirth23@ct.gov so the lead agency can update lists to make sure families are not contacted for family surveys or other reasons.

**Exit Reasons and related Data Element**

|  |  |  |
| --- | --- | --- |
|   |  | **Data System Entry** |
|   | **Exit Reason** | **Select** | **Exit Date** |
| **Exit Prior to Age 3** | The whole IFSP team agrees that the child no longer needs early intervention services | Completion of IFSP  | The date of the last visit. |
| The family has withdrawn the child regardless of still being eligible for Part C *Additional information needed* | Withdrawn by parent/guardian | The date the family informs the program. |
| *The family chose to pursue private services without expressing dissatisfaction with EIS* | *Parent chose private services* |
| *The family communicated dissatisfaction with EIS as the reason for exiting* | *Parent dissatisfied* |
| *The child is still eligible and the whole IFSP team didn’t agree with the decision to end EIS.* | *Parent satisfied with development*  |
| *Any other reason or the reason is not specified* | *Other* |
| The family moved out of Connecticut | Moved from state | The date after the date the family moved. |
| The child died | Deceased  | The date after t child’s death |
| Attempts to contact the family have been unsuccessful | Attempts to Contact unsuccessful | No more than 2 months after the last contact. |
| **Exit Due to Age** **-****Exiting *Before* Age 3** | The LEA determined that the child was eligible | Part B eligible  | Day before the child’s third birthday |
| The LEA determined that the child was not eligible AND the Birth to Three program has referred the family to another preschool program or service | Not eligible for Part B, exit to other programs  |
| The LEA determined that the child was not eligible AND the Birth to Three program has not formally referred the family to any other preschool program or service | Not eligible for Part B, exit with no referral |
| The child reached age 3 without the LEA determining eligibility for any reason including those times when the family elected not to include the LEA in transition planning | Part B eligibility not determined |
| **Exit Due to Age****-****Only for those eligible for EIS Over 3** | The child is determined to be not eligible for Part B after the child’s third birthday (late referrals or delayed LEA evaluation) | Part B Eligible, Continued in Part C | The date the family receives WPN from the LEA. |
| The family exits before the start of their child’s preschool special education program. | The date the family informs the program. |
| The family exits to start their child’s preschool special education program | The date before Part B services begin. |
| The family provided proof of Part B due process paperwork | Part B eligibility not determined | The date before Part B services begin or a decision is made. |

*Sample invitation that can be printed on your program’s letterhead*

**Invitation to Transition Conference**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As discussed previously, this is to confirm that a transition conference is being

scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (DOB) \_\_\_\_\_\_\_\_\_\_\_\_. As noted in IDEA Part B regulations, a representative of the school district is required to participate. The date, time and location of the conference has been scheduled as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *(day/date)* |  | *(time)* |  | *(location)* |

In order to meet the requirements of the IDEA as stated below, to ensure a smooth transition, Birth to Three must convene a transition planning conference at least 90 days prior to the child's third birthday. Therefore, the Birth to Three Transition

conference must be held no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

IDEA, Part C, Section 637 (a)(9)(A) requires that the Birth to Three System "*ensure a smooth transition for toddlers receiving early intervention under this part to preschool or other appropriate services*".

Additionally, IDEA, Part C, Section 637 (9)(A) (II) further specifies that "*in the case of a child who may be eligible for such preschool services, with the approval of the family of the child, convene a conference among the lead agency, the family and the local educational agency at least 90 days (and at the discretion of all such parties, up to nine months) before the child is eligible for preschool services . . .* ".

IDEA, Part B, Section 612 (a) (9) specifies that "*The local educational agency will participate in the transition planning conferences arranged by the designated lead agency* . . . ". In accordance with the IDEA, a representative of the school district is required to attend the transition planning conference convened by personnel from the child's birth to three program.

If someone from your school district cannot participate in this meeting, please notify me at the telephone number below as soon as possible in order for me to work with the family to coordinate all of our schedules.

Sincerely,

Service Coordinator

|  |  |
| --- | --- |
| Program: |  |
| Address: |  |
| Telephone: |  |
|  |  |
| Sent:  |  |

cc: Parent