Transition Timeline & Planner

Moving from program to program is called transition. As your child nears age 3, when supports from your Birth to Three program will end, he or she may transition to preschool special education offered by your local school district. To ensure that the process is smooth, it is essential that families, Birth to Three providers, and school district personnel walk through this transition process together, one step at a time.

**Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
|  | Time frame: | Date: | Objective: |
| □ | 2 yrs, 3 mos – 2 yrs, 6 mos,or sooner |  | **Complete Form 3-8** to either approve or not approve of **including the school district** in transition planning. This may be revoked by the parent at any time. |
| □ | 2 yrs, 6 mos |  | **Directory information will be sent automatically** from the Birth to Three system to the state and local education agencies. This includes demographic information such as your child’s name, date of birth, parent(s) name(s), address, phone number, etc. **This notification is sent for all children, 30 months or older, enrolled in Birth to Three.** |
| □ | 2 yrs, 3 mos – 2 yrs, 9 mos |  | **Schedule transition conference**. This will be scheduled at a time and place that is convenient to the parent. Who will be invited? ­­­­­­­­­­­­­­­­ |
| □ | At least 90 days before 3rd Birthday |  | **Transition Conference**: Birth to Three holds this meeting, and the purpose is to bring team members (including the family) together to discuss your child, share information, and ask/answer questions. You will be able to share your **priorities** for your child, as well as their **strengths** and **challenges**. Topics may include what options/programs are available after Birth to Three ends, and specific steps to support transition. |
| □ | 2-3 months before 3rd Birthday |  | **Referral PPT Meeting**: **PPT stands for planning and placement team,** **and the parents are an equal member of this team**. The purpose of this meeting is to **review** the referral to preschool special education and **plan** any necessary evaluations which will be used to determine eligibility for special education (with parent consent). This meeting is sometimes held immediately following the transition conference. |
| □ | 1-2 months before 3rd Birthday |  | **Evaluation, assessment, observation:** Information will be gathered to help determine eligibility**, with participation and input from the parents**. Your child’s evaluation plan is:* Birth to Three evaluation/assessment reports 🞎 Other:
* Community/home observation
* Classroom observation
* Play-based assessment at the school
* Formal evaluation at the school or your home
 |
| □ | 2-4 weeks before 3rd Birthday |  | **Eligibility PPT Meeting:** The PPT will meet to determine your child’s eligibility for special education. **The parent is an equal member of the PPT, and your participation is crucial**. If your child is **not eligible**, no other meetings will be required (if you disagree with the decision, your school district and Birth to Three can help you determine your legal options). If your child is **eligible**, this meeting will also include developing an **IEP** **(Individualized Education Plan)** which outlines the special education program. You must complete your school district’s **registration** **requirements** (for example: proof of residence, birth certificate, health form) before your child begins school. |
| □ | Day before 3rd Birthday |  | **Your child’s Birth to Three supports end**. If your child is eligible for preschool special education, the IEP will be effective by their 3rd Birthday.  |

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