

Guidance for Transition to Center

Birth – Three Teacher:

1. Transition Conference when the child is between the ages of 2.3 and 2.9 – invite Sue as the District representative –Team Meeting Notice needed & information from meeting is documented in the IFSP.
2. Complete Part B Evaluation (Prior Written Notice/Evaluation Plan)
3. Schedule the results meeting/IEP meeting at least 25 days before the child's 3rd BD. (Team Meeting Notice)
 - a. Share the student in SpEd forms with the receiving District
 - b. Invite receiving district (administrator, general ed teacher, special ed teacher and parents)
 - c. Complete the Evaluation Report

3-5 Teacher

1. Attend Evaluation results/IEP meeting, share district program information with team.
2. Provide the family with your district registration/transportation forms and other needed information.

IEP Development:

Who is responsible:

Page 1 – Student Information	B-3 Teacher
Page 1 – Progress Reporting	3-5 Teacher
Present Levels /Needs Statements	B-3 Teacher
Goals – write for center programming	3-5 Teacher
Goals – give suggestions as needed	B-3 Teacher
Services Page	3-5 Teacher
Services Page- Assist with AT needs/ESY	B-3 Teacher
LRE statement	3-5 Teacher
Accommodations/Modifications	Both
Extra-Curricular/ Program Supports	Both
District Assessment	3-5 Teacher

This IEP is being developed for the center based program to implement – it is your responsibility to put in your information and proof the document to assure it is complete.

**Discuss and work as a team to determine a deadline to have the paperwork complete and determine who will follow up with the family, share this with the parents so they have a contact to follow up with.*

Timelines:

The IEP cannot go into effect until the child's 3rd BD – the start date must be their birthdate or after. The IFSP automatically stops on their 3rd BD – so we should have the IEP ready to go on that date.

Therefore, the IEP and PWN should be in the parent's hands no later than 15 days before the child's 3rd BD.

Securing needed paperwork/Proposing the IEP and the Prior Written Notice/Consent for Services:

At the IEP meeting the team needs to determine who will assist the family and assure that all necessary district paperwork is submitted. Contact information for someone at the district should be shared with the family at this meeting. (line on the bottom of the new agenda)

If the B-3 teacher is still making home visits, she can take the due process paperwork out to the family, & assist with gathering registration materials. If home visits are done, the district contact will be responsible for securing signatures for the IEP and gathering information needed to start at center. This is an initial IEP, so signatures are required.

If the family has questions regarding the IEP, the family would be referred to the district to work through those differences.

The B-3 teacher will get the paper file to the district as soon as all of their information is completed.

SpEd forms attendance/membership:

B-3 – enter all your attendance and close out the enrollment record with an end date.

3-5 – open a new enrollment record with your start date and make sure the serving district for the new enrollment record is your district (not BSED). If the child is not yet 3, you will have an enrollment record up until their 3rd BD and then start a new one on their birthday.

Special Circumstances/Starting Children in Center prior to their Third Birthday

As stated above (timelines) a child cannot be serviced on an IEP prior to their 3rd Birthday

Once a Part B evaluation is complete, the district has 30 days to propose and IEP (if that child is not yet 3, the start date won't be until their 3rd BD, even if that is more than the required 14 days)

If a child starts in center under the age of three, they are serviced on an IFSP until their 3rd BD .The IFSP will be written to reflect the center-based programming/services and a PWN -Part C is signed (B-3)

The IEP should also be written and ready to start on their 3rd BD (follow guidance above for who writes IEP) and a PWN for Part B is done with this IEP, explaining it takes effect on the 3rd BD – consent required.

Make sure your transportation is aware of the child's age and has a means to transport in a car seat.

At Age 3 – discuss as a team and determine who will complete:

MARSS change with your secretary – new federal setting (3-5 MARSS secretary)

Outcomes – Exit C/Enter B is one rating to be done within 30 days of the child's 3rd BD – so whoever is servicing that child for the month following their birthday, they should do the ratings based on the current environment.

Family Outcome Survey is done when the child is 3 – this is a form for the parent to fill out (must have their MARSS number on it) and mail to MDE (self-addressed stamped envelope) B-3 will provide this information in the file, when they transfer the student information, if it hasn't been done.

