



## **Preparation for the Transition Planning Conference with Your Service Coordinator**

### **Your IFSP Service Coordinator will:**

- Address the transition process at all individualized Family Service Plan meetings as a continuous process.
- Inform you that you have the right to decide who will be invited to the transition planning conference and which records, if any, will be released to another agency or program.
- Discuss with your family 180 days prior to your child's 3<sup>rd</sup> birthday activities to prepare for the Transition Planning Conference. This discussion should occur at one of the regularly scheduled 90 day IFSP reviews. This discussion should include, but is not limited to reviewing:
  - Your child's progress
  - Whether or not there are concerns about your child's development
  - The need for Service Coordination beyond age 3,
  - Service delivery options for which your child may be eligible for at age 3 (Head Start, public preschool, Preschool special education, etc.)
  - The input of individuals who have or may have information that will enhance the transition process for your child and family.

### **If there is not a concern about your child's development, your IFSP Service Coordinator will:**

- Review with your non-special education services options (Head Start, child care.)
- Identify with you who will be invited to the Transition Planning Conference
- Secure parental permission for the release of specific records to those agencies that will be participating.
- Schedule the Transition Planning Conference at a time mutually agreed upon by you and other individuals who will be invited no later than 120 days prior to your child's 3<sup>rd</sup> birthday.
- Send written notification of the Transition Planning Conference in sufficient time to assure attendance.
- Document the above activities that prepare for the Transition Planning Conference on the IFSP.

**If there is a concern about your child's development, your IFSP Service Coordinator will:**

- Inform your family your right to decide if you want Local Education Agency (LEA) (your local public school) involvement.
- Obtain consent from you for the LEA and other appropriate agencies to participate in the Transition Planning Conference to be held at least 120 days prior to your child's 3<sup>rd</sup> birthday. If you do not give consent for LEA involvement eligibility for preschool special education programs cannot be determined. It is important to know that a delay in consent for LEA involvement and referral may mean a delay in services should you later decide to be referred for services.
- Assist you in completing the Ohio Department of Education Preschool Request for Assistance Form.
- Secure written parental permission for the release of specific records to the LEA. You must give consent to have specific records released and be informed as to the purpose for releasing the records.
- If parental permission is given for the release of records, your Service Coordinator will send information to the LEA personnel prior to the Transition Planning Conference.
- A Transition Planning Conference will be scheduled no later than 120 days prior to your child's 3<sup>rd</sup> birthday.