

Transition Planning for What Happens After *Early On*[®]: Timeline

As families and teams plan for what happens after Early On ends by age 3, there is a lot to accomplish within a specified timeline. If your child is potentially eligible to receive preschool special education programs and services, the local school district will be notified, an evaluation will be done, and an Individualized Education Program (IEP) meeting will be held. This fill-able worksheet can help keep things on track.

Important Dates

- **Date my child will be 2 years, 3 months:** _____
Transition Planning and conference can **start as early** as 2 years, 3 months.
- **Date my child will be 2 years, 9 months:** _____
Transition Planning and conference must occur by 2 years, 9 months.
- **Date my child will be 3 years old:** _____
Children who will be receiving preschool special education programs and services after age three, must have an IEP written and services must start by their 3rd birthday. Preschool special education programs and services may be provided to children as early as 2 years, 6 months.

Timely Conversations

- **Date of Individualized Family Service Plan (IFSP) for Transition Planning:** _____
Transition Planning happens for ***all families*** and is necessary to help families and teams understand and prepare for what lies ahead. The transition plan is written into your IFSP during an IFSP meeting held between 2 years, 3 months and 2 years, 9 months.
- **A Transition Conference Should Be Held for All Families.** The transition conference helps families and teams to explore options and plan what they can do to make the process meaningful and smooth. The transition conference may occur at the same time as the IFSP meeting to develop the transition plan or may occur at a separate time.
- **Date the Local School District Received Information About our Child:** _____
If your child is potentially eligible for receiving preschool special education programs and services after age three, your child's Service Coordinator will notify your local school district. Notification to the district must occur by 2 years, 9 months, and will include your child's name, date of birth and your contact information.
- **Date Transition Conference is Scheduled:** _____
The transition conference is necessary to connect families with the appropriate programs or services they may be using after transitioning from *Early On* and to discuss appropriate services that your child may receive. Your Service Coordinator will schedule a transition conference between current providers, the family and a representative from your local school district or providers of other appropriate services for your child.
The following people are required to attend the transition conference (write in their names & contact information):
 - Parents
 - Others at parent's request (family members, advocate, or person outside of the family)
 - Service Coordinator _____
 - Representative from your local school district or other appropriate services

 - Others who are directly involved in conducting evaluations or assessments

Special Education Programs and Services After Three

For children receiving special education services while in *Early On* and transitioning to an IEP, an IEP team meeting is required before your child reaches age three. The IEP team meeting may occur at the same time as the transition conference or may occur at a separate time.

IEP Timelines for Children Who May Be Eligible for Preschool Special Education

- **Date you Received Prior Written Notice for Evaluations:** _____
The school district must give parents Prior Written Notice before any evaluations may occur. This Notice will describe the actions the school district is proposing or refusing, and why they are proposing or refusing these actions. Notice regarding evaluations will include a description of each evaluation procedure, assessment, record or report the district will use in making decisions about eligibility for special education services for your child. With parents as part of the IEP team, the school district is responsible for determining a child's eligibility for preschool special education.
- **Date You Provided Written Consent for Evaluations:** _____
Parents must provide written consent for evaluations. A parent's signature indicates they fully understand the activities proposed by the district and are giving permission for those activities.
- **Date That is 30 School days After You Gave Consent for Evaluations:** _____
This is a very important date. The school district is required to have completed all evaluations, to have held an IEP Team meeting to determine eligibility AND to develop an IEP within 30 school days. Remember that determining eligibility and writing the IEP is done by a team, this team includes the parents.
- **Date of the IEP Team Meeting:** _____
As indicated above, the IEP team meeting must be held within 30 school days of the local school district receiving your consent AND must occur before your child's third birthday. Additionally, the IEP team meeting may occur at the same time as the transition conference or may occur at separate times.
- **Date You Received Prior Written Notice for Preschool Special Education Programs and Services:** _____
Parents must be given Prior Written Notice before preschool special education programs and services can begin. This Notice will describe actions the school district is proposing and the reason the district is making these decisions. This Prior Written Notice will also include a description of any other choices that the IEP team considered and the reasons why those choices were rejected. This Notice is often referred to as an offer of a Free and Appropriate Public Education (FAPE) for your child and is the point where the development of the IEP is complete.