



Transition Planning Conference (TPC) Conversation Guide to Support Families Moving from a Birth to Three Program (IFSP) to School Age Special Education Services (IEP)

Purpose of Transition Planning Conference

The purpose of the transition planning conference is to support the family in understanding the transition process and help make the transition from the Birth to 3 Program to the school district special education services as seamless as possible for the child and family. The importance of the appropriate Local Educational Agency (LEA) participating in the transition conference is to ensure that toddlers exiting Part C and eligible for Part B “experience a smooth and effective transition.” {34 C.F.R. § 300.124(a)}. This is a time for the district and family to get to know each other.

Intended Outcomes for the Transition Planning Conference

By the end of the transition planning conference:

- The family will begin to experience a warm hand-off to the local school district by:
 - Sharing information about their child
 - Having a clear understanding of the next steps in the transition process
 - Having a clear understanding of their role and rights within the transition process
 - Having the name and contact information of the district representative
- The LEA representative:
 - Will have explained the comprehensive special education evaluation process to the family, including next steps
 - Will have provided the family with district contact information
 - Will have begun building the trust of the family and a positive working relationship
 - Will have current contact information of the child’s parent(s) or legal guardian(s)
 - Will have gathered sufficient information about the child to discern potential special education evaluation team membership and conduct the Review of the Existing Data process.
- The B-3 Program will:
 - Have a clear understanding of the district’s next steps
 - Have a plan that reflects the decisions made during the transition planning conference
 - Have an updated Individual Family Service Plan (IFSP) for the period between the transition planning conference and the child’s 3rd birthday

Before the Transition Planning Conference

Child Legal Name:	Child's Nickname:	Date of Birth:
Parent or Guardian Name(s):	Child Primary Address:	Contact Information: Primary Phone #: Secondary Phone #: Email Address:
Date of Transition Planning Conference:	Date of B-3 Eligibility:	Date of Referral:

During the Transition Planning Conference the LEA Representative Learns:

Transition Planning Conference Participants:
Parent(s):
Family's Primary Coach & Role:
Birth to 3 Program Coordinator:
Representative from any other Program:
District Representative:

Child's Strengths & Interests:
Favorite People & Activities:

Parent Hopes & Dreams for Their Child:

Parent Concerns:

B-3 Program, IFSP Review, Strengths & Concerns:

Physician Involvement or Concerns: (Physician Name: Physician Phone #)

When not at home, where does the child usually spend time during the day? (e.g. home, child care, in-home child care, babysitter, private preschool, Head Start, grandparent's home, etc)

During the Transition Planning Conference LEA Representative Explains and Provides:

<ul style="list-style-type: none"> ● The 2-parts to special education eligibility <ul style="list-style-type: none"> ● A student with a disability is one who has been found to meet criteria for any disability category and, as a result, ● Requires specially designed instruction 	<ul style="list-style-type: none"> ● The timeline and the district’s action steps in the transition and the comprehensive special education evaluation process <ul style="list-style-type: none"> ● Paperwork to sign and reasons why ● Communication regarding evaluation ● Timelines
<ul style="list-style-type: none"> ● The Journey to 3 Transition Roadmap <p>LEA Representative may give to family and use it as a tool to share the special education evaluation and IEP process</p> <ul style="list-style-type: none"> ● The role of the family during the special education evaluation process 	<ul style="list-style-type: none"> ● The parents’ right to invite others to participate in the IEP meeting and explains how this is done <ul style="list-style-type: none"> ● Offers the parents the opportunity to verbally share who those people could be (B-3 Program rep, other providers that support the child,etc) ● If Yes, whom?
<ul style="list-style-type: none"> ● Asks the family to identify days of the week and times of day that are better for them so that they can participate in the special education evaluation process and the evaluation meeting: 	<ul style="list-style-type: none"> ● May obtain parent signatures for: <ul style="list-style-type: none"> ● The consent to share information with the B-3 Program ● The consent to share information with any other entity that provides support for the child or family (e.g. physician, childcare, preschool, etc)

***AFTER* the Transition Planning Conference the LEA Representative:**

- Accepts the referral from the Birth to Three Program via the Indicator 12 application
 - Determines IEP team membership
 - Notifies the parent(s) that the LEA received the referral and will start an initial special education evaluation
 - Begins the comprehensive special education evaluation process:
 - Begins the review of existing data
 - Determines if more information is needed and sends the correct IEP forms or other documentation to parents
 - Completes any additional actions or tasks identified during the transition planning conference discussions
- *If the LEA has NOT received the referral following the transition planning conference, the LEA should contact the Birth to 3 Program and request that the referral be sent through PPS promptly.*

Notes: