



# Part C to Part B Transition At-A-Glance

## Assessment Team Leadership

*Purpose: Transitions occur for children and families across their lifespan. One major transition required within IDEA is when children turn 3 years old and transition out of Part C Early Intervention Programs into Part B Services for School-Aged Children. Families have procedural safeguards and protections that ensure they are fully informed about the process and options as their child is assessed for eligibility under Part B of the IDEA. Local LEAs have a requirement under the IDEA to ensure that 100% of the children receiving Part C services and found eligible for Part B, have Part B services in place by the child's third birthday.*

Timeline	Responsible Party	Action
At least 3 months and not more than 9 months prior to a child's 3rd birthday	Part C Service Coordinator	<b>Transition Plan:</b> The transition plan is part of the IFSP. The IFSP team (which includes the parent) must develop a transition plan including steps to exit from the Part C program, appropriate services as part of the IFSP, and a review of program options for the child once they turn 3. This can be developed at the transition conference, but may be developed anytime between 9 months and 90 days prior to the child's 3rd birthday.
At least 3 months and not more than 9 months prior to a child's 3rd birthday	Part C Service Coordinator	<b>Referral:</b> The local Regional Center/Part C Provider is required to make an official referral to the LEA in which a child resides, letting them know there is a child who is potentially eligible for Part B of the IDEA. This step must occur even if the parents do not want a transition conference or for detailed records to be released to the LEA. Referral does not require parent permission to provide the child's name, the child's date of birth, and the parents' contact information.
At least 3 months and not more than 9 months prior to a child's 3rd birthday	Part C Service Coordinator	<b>Transition Conference:</b> The Regional Center/Part C Provider must, with the permission of the parents, convene a transition conference to discuss current services and provide notice that their child may be eligible to receive services under Part B of IDEA. If a conference is convened, the Regional Center must invite an LEA representative to the transition conference. Whether or not an LEA representative attends, the Regional Center must conduct the transition conference and provide parents with information about Part B services (eligibility, timelines, and availability of special education and related services).
At least 3 months and not more than 9 months prior to a child's 3rd birthday	Part B LEA	<b>Transition Conference:</b> If invited, an LEA representative is required to participate in the transition conference. The LEA should cooperate with the Regional Center/Part C Provider to provide parents with information about Part B services (registration process, eligibility, timelines, and availability of special education and related services).



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Following referral from Part C and prior to any Part B Action	Part B LEA	<b>Prior Written Notice/Procedural Safeguards/Assessment Plan:</b> When an LEA receives an official referral, the LEA is required to respond within 15 calendar days of receipt. This step must occur whether or not a transition conference is convened by the Regional Center or an LEA representative attends the transition conference. Regardless of the LEAs action they must provide the parent(s)/guardian(s) with the Notice of Procedural Safeguards within 15 calendar days. If an LEA determines the child may be in need of special education services, the LEA must also provide the parent(s)/guardian(s) with prior written notice and provide a proposed assessment plan for the Part B Assessment. If the LEA determines, based on existing evidence, that the child is not a child who may be in need of special education, the LEA must provide the parents with prior written notice explaining why the LEA will not conduct an evaluation and the information that was used as the basis for the decision. Prior written notice must be provided within 15 calendar days.
By a child's 3rd birthday	Part B LEA	<b>Initial Evaluation Completed:</b> The LEA must have an assessment complete and, if eligible, an IEP in effect by a child's 3rd birthday. If a child's 3rd birthday occurs during the summer, the child's IEP team must determine the date when services will begin, which may not be later than the beginning of the school year following the child's 3rd birthday. The 3rd birthday timeline supersedes the 60-day assessment timeline for an assessment, when 60 days would occur past a child's third birthday. In addition, the IEP team should consider the exit reports from the Part C service providers as part of their Assessment process and eligibility determination.
At the IEP meeting	Part B LEA	<b>IEP Meeting:</b> The LEA must, at the request of the parent, invite a Regional Center representative to the IEP meeting.



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