



# Learning and Orientation Checklist for New Regional Center Staff: Part C to Part B Transitions

- ☐ I have attended the Regional Center transition training. Date\_\_\_\_\_.
- ☐ I have an at-a-glance printed or electronic document to reference such as this [Transition Timeline](#) and any additional timelines or information exchange procedures between the regional center and the Part B Local Education Agency (LEA) receiving team(s).
- ☐ I have attended a training to familiarize myself with the Interagency Agreement between the regional center and LEA, specific to Part C to Part B Transitions and am familiar with the interagency agreement's required activities and responsibilities.
- ☐ I was provided a listing and explanation of my roles and responsibilities as I support each family/client through the Part C to Part B transition process, including responsibilities and timelines on how to handle the transition to Part B when we have late referrals into Part C and how our agencies have agreed to handle transitions for children with birthdays that occur during school summer break.
- ☐ I have a list of the school districts and Special Education Local Plan Areas (SELPAs) (if applicable) into which our Early Start clients will be referred at transition, and know how to locate the appropriate district/school contact, based on families' addresses.
- ☐ I was given our Regional Center's agreed-upon procedures for contacting the school district(s) to schedule the Transition Planning Conference (TPC) and was provided the appropriate contact information preferred by Part B (email, phone, google calendar, etc.)
- ☐ I was given our Regional Center's agreed-upon procedures for exchanging/sharing information with the receiving Part B education agency /school.
- ☐ I know to contact my Program Manager/supervisor as soon as any interagency communication issues arise, so they can be addressed promptly.
- ☐ I received specific training on our Regional Center's internal process to submit transition notifications in a timely manner.
- ☐ I received specific training on our Regional Center's internal process to document transition activities, required dates, how to develop a Transition Plan, and documenting it within an Individualized Family Service Plan (IFSP).



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