



# Sample Notice of Transition Conference

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Re: \_\_\_\_\_

DOB: \_\_\_\_\_

Dear Parent: \_\_\_\_\_ This is to confirm that our meeting is scheduled for:

Date	Time	Location
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The following people are invited to this meeting:

Name	Agency	Title
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Name	Agency	Title
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Name	Agency	Title
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You may invite anyone else (family member, friend, advocate, other) that you would like to be involved in the Transition Conference. **If this time is no longer convenient for you, please contact me at \_\_\_\_\_ as soon as possible so that the meeting can be rescheduled.**

Sincerely, Service Coordinator  
Cc: LEA Representative

California Department of Developmental Services and California Department of Education.  
*Effective Early Childhood Transitions, A guide for Transition at Age Three-Early Start to Preschool.*  
Sacramento: A collaborative project of California Department of Developmental Services and California Department of Education. 2013



**CALECSE**  
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