



Transition Basics for Administrators

Getting to know your cross-agency partners in Part C to Part B Transitions:

1

Do you know who your cross-agency partners are for the Local Education Agency (LEA) and Regional Center for Part C and Part B and how to contact them?

2

Conduct research to identify and contact them with an introduction.

3

1. Organize a leadership meet-and-greet to review your region's current Part C to Part B transition practices.
2. Locate and read the most current version of your Interagency Agreement.

Getting to know all about (IDEA) Part C to Part B required timelines and processes. Each resource can be accessed by clicking on the blue underline text below.

Requirements	Best Practices	Tools and Templates
<ul style="list-style-type: none">• Required Part-C to Part-B Transition Timelines• Transition Rules for Late Referrals• Referrals During Summer and School Breaks• Assessment: Part C to Part B Transition At-A-Glance (for LEA Part B Leaders)• Understanding the Differences Between Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) <p>Become familiar with data requirements collected on Transition and Transition-related activities:</p> <ul style="list-style-type: none">• Early Childhood Transition: Indicator 12 Slide Presentation• Indicator 12 Recorded presentation	<ul style="list-style-type: none">• Successful Interagency Communications• Transition Conceptual Framework• 10 Best Practices to Successful Transitions• Understand the Requirement for Interagency Agreements• Make Plans to Review/Revise/Develop your Interagency Agreement (guiding protocol)	<ul style="list-style-type: none">• Sample Notification/Referral Information Packet to LEA• Sample Notice of Transition Conference <p>Staff have access to guiding tools such as these:</p> <ul style="list-style-type: none">• Early Start Coordinator Checklist• Practitioner Checklist for Transitions from Early Start to Part-B Services



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