



Early Start Coordinator's Transition Checklist*

Family-friendly practices no later than the IFSP meeting prior to the transition conference (may take place at the same time):

- Refer family to the family resource center (FRC) for family support services, with parent permission
- Emphasize that Early Start services terminate at three years of age

No later than 30 months:

- Notify the family (and others requested by the family) that a transition conference will occur no later than 90 days prior to the child's third birthday.
- Inform the family that the LEA will be invited to attend the transition conference.
- Inform families that they have the right to invite persons of their choice to the transition conference.
- Notify the LEA that a transition conference will occur no later than 90 days before the child's third birthday.
- Coordinate the transition conference location, date, and time with parents and the LEA.
- Inform the family that a notification/referral will be made to the LEA no later than 90 days before the child's third birthday.

Ninety days before the third birthday, or earlier at the discretion of all parties:

- Send a written meeting invitation to parent and LEA at least two days before the transition conference.
- Convene the transition conference.
- Document discussions and identify individual transition steps and services including:
 - family questions, concerns, priorities, and resources;
 - training to prepare families for future placements;
 - providing information about community services and resources;
 - steps and services to prepare a toddler for successful transition at age three;
 - steps to determine eligibility for LEA and continued regional center services at age three;
 - required assessments, timelines, and responsible parties;
 - possible program options at age three;
 - identification of persons responsible for convening the final IFSP review, initial IEP, and initial IPP meetings as appropriate;
 - eligible for LEA services, and IPP if the child is eligible for ongoing regional center services.
- Involve others requested by the family, such as the FRC, in the transition process.
- Send the LEA written notification/referral for the child (parent consent is not required).
- Include copies of evaluation and assessment reports, and the most recent IFSP in the referral packet, with parental consent.

By the third birthday

- Participate in the final IFSP review and initial IEP and IPP meetings, as appropriate.
- Provide referrals for community-based services, as appropriate.

At three years

- Complete the required data reports
- Close Early Start file

*This checklist may be used to monitor the Early Start service coordinator's required transition responsibilities and related activities. Transition planning may begin as early as 27 months of age with the agreement of all involved parties, and the transition conference must be held no later than 90 days before the child's third birthday.

Source: 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

