

Transition Checklist for Families

The first transition can be an emotional and overwhelming time for you, your child and family. Your early intervention team will help and guide you to make informed decisions to help support your child and their individual needs during and as you end the Birth to 3 Program.

To help you prepare and help guide the transition steps in the Birth to 3 Program we have developed a checklist:

For all children currently receiving early intervention services:



- Write** down information you want to hear and questions you have
- I have had **conversations** with the Early Intervention (EI) team about transition.

These items were discussed during the Transition Meeting:



- Local Education Agency (LEA) Notification and Referral, when applicable
- Options available for child/family
- Transition Planning Conference (TPC)
- My child's transition plan includes activities, timelines and names of people responsible for carrying out the plan. **Some items can include:**



- Visiting potential sites for my child
- Outcome of the transition plan
- The **transition planning conference (TPC)** has been scheduled or has been held
- I have **received a copy** of the procedural safeguards. I know that if I do not understand them or have questions, I can contact my Service Coordinator.



- I have **received answers** to my questions from the EI Team and LEA
- I have **received a copy** of the exit IFSP along with supporting documentations

For children being evaluated for special education services:



- All evaluations have been completed
- The IEP conference has been held and the IEP has been developed.
- Eligibility has been determined
- I have received a copy of the proposed IEP