




Welcome to this tutorial that will cover the Part C transition conference requirements. The requirements we'll discuss are specified in the federal Part C regulations in the Individuals with Disabilities Education Act (IDEA) and in the Infant & Toddler Connection of Virginia Practice Manual.

## Potentially Eligible for Part B



We'll talk first about the transition conference requirements for children who are potentially eligible for Part B. The purpose of this transition conference is to discuss the services the child might receive through the public schools as well as potential service delivery options.

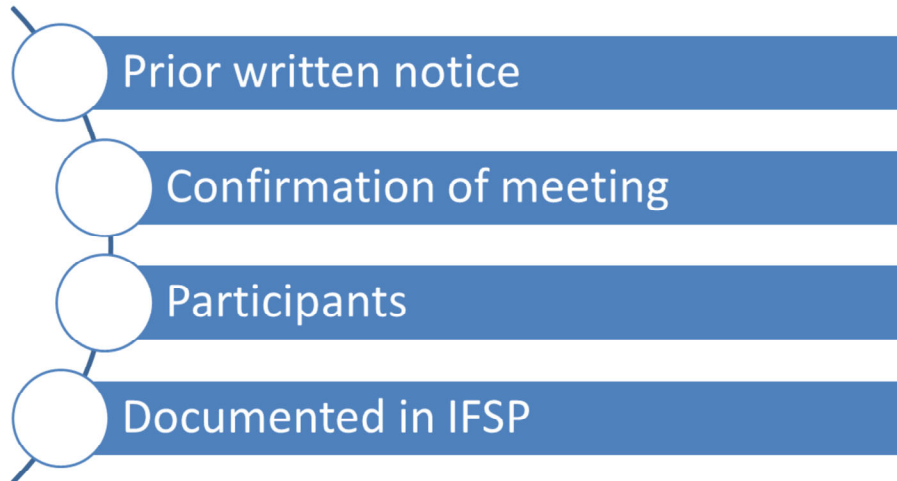


**Rules**

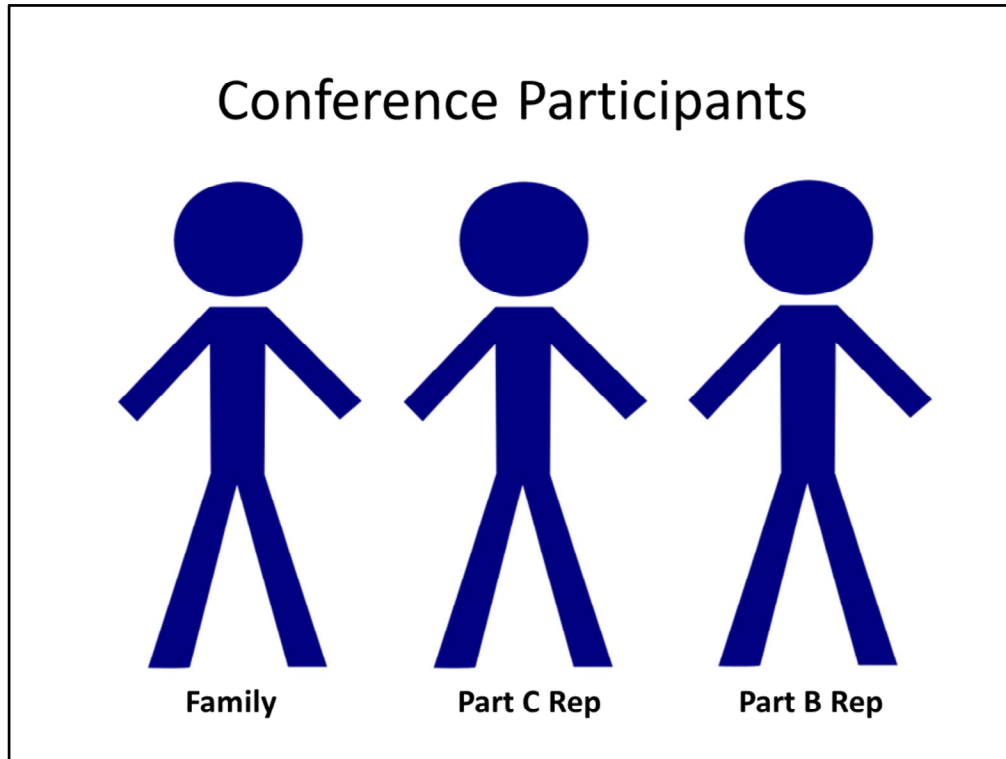
- ✓ Required, with parent approval
- ✓ At least 90 days, up to 9 months ahead of transition at age 2 or age 3
- ✓ IFSP meeting

For children who are potentially eligible for Part B, a transition conference is required (as long as the parent approves), and that conference must be held at least 90 days and no more than 9 months before the child's anticipated date of transition (either at age 2 or age 3). In addition, the conference must meet the requirements of an IFSP meeting

## Requirements of IFSP Meeting



Let's talk specifically about what it means that the transition conference must meet the requirements of an IFSP meeting. First, it means that the transition conference must either be held in conjunction with the initial or annual IFSP meeting or as an IFSP review meeting. The family must be provided with prior written notice (using the Parental Prior Notice form) and all team members must receive written confirmation of the scheduled meeting. In addition, requirements related to who must participate in an IFSP meeting must be followed, and information and decisions from the transition conference must be documented on the IFSP form. We'll talk more about this documentation in just a minute.



The transition conference must include the family, a Part C representative (typically the service coordinator) and a Part B representative.

## Required Documentation: IFSP + Contact Note

4. **Transition Planning Conference:** At least 90 days, and up to 9 months if everyone agrees, before your child's anticipated date of transition –  
If your child might be eligible for early childhood special education services, plan for a transition conference between you, your service coordinator, and someone from your school division.
- a. *Parental Prior Notice* form provided on \_\_\_\_\_ (date)
  - b. You ☐ approve/ ☐ do not approve conference.
  - c. If you approve the conference, service coordinator ensures scheduling of conference and participation by required parties:
    - Transition conference held on \_\_\_\_\_ (date)
    - The following participated: ☐ (You - required), ☐ (early intervention- required), ☐ (school division - required), ☐ (other \_\_\_\_\_), ☐ (other \_\_\_\_\_)

Information about the transition conference must be documented in Step 4 of the transition plan, which is in Section VII of the IFSP and is shown on the screen. In Step 4a, you'll document the date you provided Parental Prior Notice to the family; in 4b you'll mark whether the family approved or did not approve the conference; and in 4c you'll document the date the conference was held and who participated. You'll also use a contact note to document that the transition conference was held at this particular IFSP meeting (whether it's the initial, annual or a review). Finally, if the transition conference is held at an IFSP Review, then you must completed Section IX, the IFSP Review Record, in the IFSP.

## What If ....



Family is interested in other community options in addition to preschool special education

Even when a child is potentially eligible for Part B and the family is interested in preschool special education services under Part B and the family approves the required transition conference, the family may also be interested in learning about other community options. If so, the service coordinator must offer to include representatives from those other community programs in the transition conference with Part B and make a reasonable effort to do so if the family agrees. It is not necessary to hold a second, separate conference with these other programs ... only to invite them to participate in the conference that you're required to hold with Part B.

## What If ....

Family says:



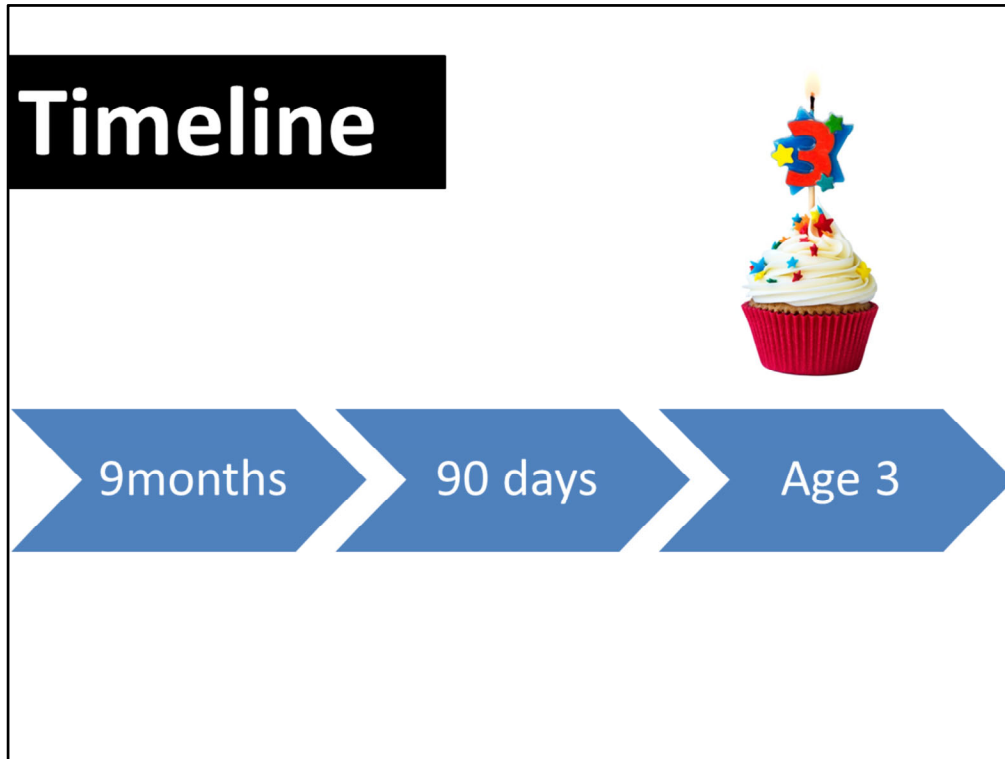
**Child potentially eligible, but family  
not interested in Part B**

Let's also talk about what happens when the child IS potentially eligible for Part B, but the family is NOT interested in preschool special education services through the public schools and says no to the required transition conference with Part B. In this case, the service coordinator must offer the family an opportunity for a transition conference with representatives from other community programs the family is interested in. A transition conference in this situation, where the child is potentially eligible but the family is not interested in Part B, is handled the same as conferences for children who are NOT potentially eligible for Part B. We'll cover those details now.





For children who are NOT potentially eligible for Part B, the purpose of a transition conference is to discuss appropriate services the toddler may receive after exiting Part C. So, what are the transition conference requirements for children who are NOT potentially eligible for Part B?



In terms of timing, the federal transition conference requirements are built around a child's exit from EI at age 3. Because children in Virginia are potentially eligible to begin preschool special education (Part B) services at age 2 by September 30<sup>th</sup>, we have to offer transition conferences to children who ARE potentially eligible for Part B based on their exit at age 2 or age 3. However, for children who are NOT potentially eligible for Part B, the timeline for the transition conference is based only on exit at age 3. We are required to offer families of children who are not potentially for Part B a transition conference at least 90 days and up to 9 months before the child's third birthday.



If the family approves the offer of a transition conference, then you must make a reasonable effort to convene a conference among the family, a Part C representative and providers of other appropriate services. Any conference that is held must meet the requirements of an IFSP meeting as discussed earlier in this tutorial.

Required Documentation: IFSP + Contact Note	
Transition Steps/Activities	
1.	<p><b>Community Options:</b> Help your family explore community program options, which may include early childhood special education services, for your child</p> <p>a. Provide information, including program contact information, about community options following early intervention, as desired by your family. Information provided on the following programs: <input type="text"/></p> <p>b. Arrange for visits to programs, as desired by your family. Programs visited: <input type="text"/></p> <p>c. Other steps/activities (e.g., if you are interested, provide names of other families, with their permission, who have transitioned to programs you are considering): <input type="text"/></p>

The offer to hold a transition conference, the family’s decision to approve or not approve such a conference and the completion of the conference if one is held must be documented in Step 1a or 1c in the Transition Plan (Section VII of the IFSP) You’ll also use a contact note to document that the conference was held at this particular IFSP meeting (whether it’s the initial, annual or a review). Finally, if the transition conference is held at an IFSP Review, then you must completed Section IX, the IFSP Review Record, in the IFSP.

# What If ...



Child exits EI at 12 months or 18 months?

Sometimes we get questions about what happens when a child exits early intervention as an infant or at 12 or 18 months old. In these situations, it is not necessary to offer a transition conference. Remember, the transition conference requirements for children who are not potentially eligible for Part B only apply for children exiting at age 3.



## Questions



Contact your Technical  
Assistance or Monitoring  
Consultant.

We're here to help!

If you have any questions about the transition conference requirements, please contact your Technical Assistance or Monitoring Consultant. We're here to help!