

## Transition to Preschool and Other Programs Policy

### Introduction

The Infant – Toddler Program (ITP) shall ensure a smooth transition for enrolled toddlers and their families from receiving early intervention services to Part B Preschool Services or other appropriate services for toddlers. All children receiving early intervention services from the Infant-Toddler Program must exit the Program at the age of three. The ITP strives to provide appropriate support and assistance to families in planning for the transition from early intervention services including connecting them with other providers of services for young children.

### Interagency Agreement

The two lead agencies for IDEA are the Exceptional Children Division of the Public Schools of North Carolina for the Preschool Three Through Pre-Kindergarten Five-Year-Old Program (Part B) and the Division of Public Health of the Department of Health and Human Services for the Infant-Toddler Birth Through Two-Year-Old Program (Part C). An interagency agreement between the two lead agencies exists to ensure cooperation in the development of a statewide, comprehensive, coordinated, collaborative, multidisciplinary, and interagency service delivery system which meets the federal and state requirements for services to children with or at risk for disabilities ages birth to three and for children with disabilities ages three through five (Pre- Kindergarten) and their families. The agreement describes the interagency cooperation and coordination required to provide specific IDEA entitled services and provides guidance for their implementation. This interagency agreement documents the understandings and commitments of the lead agencies to meet the statutory and regulatory requirements and intents of Part C and Part B of the Individuals with Disabilities Education Act (IDEA).

### Notification to Preschool Services

1. Not fewer than 90 days before the third birthday of an enrolled toddler, the ITP will notify the State Education Agency (SEA) and Local Education Agency (LEA) where the toddler resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of IDEA.
2. If the ITP determines that a toddler is eligible for early intervention services more than 45 but less than 90 days before that toddler's third birthday, the ITP will, as soon as possible, notify the SEA and the LEA where the toddler resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B.
3. The ITP shall disclose to the SEA and the LEA where the toddler resides, the toddler's name, date of birth, and parent contact information including parents' names, addresses, and telephone numbers.
4. If a toddler is referred to ITP fewer than 45 days before that toddler's third birthday and that toddler may be eligible for Preschool Services under part B, the ITP, with parental consent, will refer the toddler to the SEA and the LEA where the toddler resides; but, the ITP will not conduct an evaluation, assessment, or an initial IFSP meeting in these circumstances.

**Transition Planning Conference**

1. If a toddler receiving early intervention services may be eligible for Preschool Services under Part B, the ITP, with approval of the family of the toddler, will convene a conference, among the ITP, the family, and the LEA not fewer than 90 days—and, at the discretion of all parties, not more than 9 months—before the toddler’s third birthday to discuss any services the toddler may receive under Part B.
2. A Transition Planning Conference must meet all of the requirements of an IFSP meeting.
3. Required participants for a Transition Planning Conference include:
  - a. the parent or parents of the toddler;
  - b. other family members, as requested by the parents, if feasible to do so;
  - c. an advocate or person outside of the family, if requested by the parents;
  - d. the designated ITP service coordinator;
  - e. a person or persons directly involved in evaluations and assessments; and
  - f. persons who will be providing services to the toddler and family, as appropriate.
4. If the ITP determines that a toddler receiving early intervention services is not potentially eligible for Preschool Services under Part B, the ITP, with the approval of the family of that toddler, makes reasonable efforts to convene a conference among the ITP, the family, and other appropriate parties to discuss early childhood services that the toddler may receive.

**Transition Plan**

1. The ITP shall ensure that for all toddlers receiving early intervention services:
  - a. Program options are reviewed for the toddler receiving services for the period from the toddler’s third birthday through the remainder of the school year;
  - b. Each family of a toddler who is receiving early intervention services is included in the development of the transition plan;
  - c. A transition plan is added to the toddler’s IFSP not fewer than 90 days but, at the discretion of all parties, not more than 9 months before the toddler’s third birthday;
  - d. The transition plan in the IFSP must include:
    - i. Steps for the toddler and his or her family to exit from the ITP;
    - ii. Any transition services and other activities the IFSP Team identifies as necessary to support the transition of the toddler and his or her family;
    - iii. Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the toddler’s transition;
    - iv. Procedures to prepare the toddler for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
    - v. Confirmation that child find information about the toddler has been transmitted to the LEA

- vi. With parental consent, transmission of additional information to the LEA to ensure continuity of services from Part C to the Part B program, including a copy of the most recent child and family assessments and most recent IFSP.
  - e. The steps included in the transition plan must support the toddler's transition to one of the following:
    - i. preschool services under Part B;
    - ii. early education, Head Start, Early Head Start, or child care programs; or
    - iii. other appropriate services.
2. Any Transition Planning Conference or meeting conducted to develop the Transition Plan as described above may be combined into one meeting, but must meet the requirements of both sections.
  - a. These meetings must be conducted
    - i. in settings and at times that are convenient for the family; and
    - ii. in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.
  - b. Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend. Required participants for a meeting conducted to develop the Transition Plan include:
    - i. the parent or parents of the toddler;
    - ii. other family members, as requested by the parents, if feasible to do so;
    - iii. an advocate or person outside of the family, if requested by the parents;
    - iv. the designated ITP service coordinator;
    - v. a person or persons directly involved in evaluations and assessments; and persons who will be providing services to the toddler and family, as appropriate.
  - c. The contents of the Transition Plan must be fully explained to the parents and informed written consent must be obtained prior to the provision of early intervention services. Each early intervention service must be provided as soon as possible after the parent provides consent for that service.