**Early Childhood Transition Procedures**

Part C – Tennessee’s Early Intervention System (TEIS) to Part B – Local Education Agency (LEA)

LEA Name:

Date:

**1. Prior to the Transition Planning Conference (TPC):**

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| List the name and contact information of the LEA staff member(s) TEIS should contact to schedule a TPC. |  |
| List who will maintain documentation of contacts with parent(s) and TEIS. |  |
| List preferred days, times, and locations for TPCs. |  |
| Describe information parents are *requested*, not *required*, to bring to the TPC. |  |
| Explain how this information will be requested  (i.e., prior to the TPC, at the TPC, via email, or other). |  |
| List who will collect requested information from family  (i.e., TEIS, LEA – be specific). |  |

LEAs are strongly encouraged to collaborate with TEIS to schedule the TPC as early as possible (up to 9 months before the child’s third birthday). Scheduling early helps ensure that the TPC takes place within the required time frame and that the child has an Individualized Education Program (IEP) in place by his/her third birthday as required by [34 C.F.R. § 300.124](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-300/subpart-B/subject-group-ECFR87c0ef8b3fdf81c/section-300.124). LEAs are also encouraged to provide families with the referral/information packet prior to the TPC, and partner with TEIS to support families with completing paperwork. Note: Due to the TEIS Extended Services Option, there may be a TPC scheduled for a child who is a late referral to TEIS (90-45 days before 3rd birthday) and has been found eligible for Part C services. **It is important to maintain documentation of all contacts with the parent(s) and TEIS throughout the transition process**.

**2. During the Transition Planning Conference (TPC):**

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| The TPC is a TEIS-led meeting. The service coordinator will lead the TPC. | TEIS Service Coordinator |
| Provide introductions. | TEIS Service Coordinator |
| Provide and explain Part C and the *Notice of Procedural Safeguards*. | TEIS Service Coordinator |
| Review the Individualized Family Service Plan (IFSP) goals. | TEIS Service Coordinator |
| Describe TEIS Extended Service Option. | TEIS Service Coordinator |
| Provide and explain Part B and the *Notice of* *Procedural Safeguards*. | [Name of LEA representative] |
| Provide a brief overview of potential Part B services. |  |
| Explain the Part B eligibility process (LEAs are reminded eligibility is not determined at the TPC). |  |
| Obtain signed consent from the parent for Part B evaluations (or make specific plans for obtaining consent at a later date). |  |
| Tentatively schedule Part B evaluations. |  |
| Tentatively schedule the Part B eligibility/IEP meeting. |  |
| Provide the parent with the name, phone number, and email address of an LEA contact person. |  |

The LEA must provide the parent(s) a copy and full explanation of the *Notice of Procedural Safeguards*.The LEA should assist parents in understanding their IDEA Part B rights, including the process of evaluation, and determining eligibility. Parents should also be provided with LEA contact information and a timeline for conducting evaluations and determining eligibility. The LEA should attempt to schedule an eligibility meeting date and time at the TPC. LEAs may seek to obtain consent at the TPC meeting, depending on when the TPC meeting is scheduled relative to the child's third birthday. Note: The LEA cannot require enrollment paperwork to be completed by the parent to proceed through the transition process. Initial evaluations for Part B must be completed within 60 calendar days from the LEA’s receipt of written parental consent. The LEA must ensure the IEP meeting is conducted within 30 calendar days of the Part B eligibility determination and the IEP is developed and implemented by the child’s third birthday.

**3. Part B Eligibility Determination:**

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| Describe the LEA’s process for determining Part B eligibility, including assessments and all data sources (e.g., observations) in all areas of suspected disability as required by IDEA. |  |
| LEAs may choose to use recent TEIS and/or outside evaluations as part of determining Part B eligibility. Describe the LEAs procedures for using recent TEIS and other outside evaluations in determining Part B eligibility. |  |
| List any specific days/times set aside for completing the Part B evaluation process. Provide procedures for accommodating families who cannot meet according to the LEA-preferred evaluation schedule. |  |
| Describe procedures and timelines for each step of the Part B eligibility process including:   * how soon after the TPC will the evaluation process begin * a plan for holding the eligibility meeting within the 60-day timeline * a timeframe for ensuring the IEP is implemented by the child’s third birthday. |  |
| Describe how Part B eligibility evaluations and meeting requirements are completed when schools are not in session (e.g., summer break, holidays, closure due to weather or sickness). |  |
| List who is responsible (name and role) for completing the necessary evaluations. |  |
| List who is responsible (name and role) for inviting TEIS to the Part B eligibility meeting to discuss the TEIS Extended Service Option. |  |
| If TEIS does not attend the Part B eligibility meeting, list who will inform TEIS of the eligibility determination and how eligibility information will be shared with TEIS. |  |
| Describe LEA procedures for the next steps to be taken during the 10-day decision window (e.g., schedule IEP meeting, draft IEP). |  |

**4. TEIS Extended Service Option:**

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| List who will receive the TEIS Decision form and communicate the next steps following the TEIS Extended Option Decision meeting if the LEA is not present for this meeting. |  |
| List who from the LEA will monitor the 10-day decision timeline following the TEIS Decision meeting, and follow up with TEIS and family, if needed. |  |
| Describe LEA procedures that will be followed if a parent chooses the extended services option (e.g., inactivate the record, detailed contact log documentation, PWN). |  |
| Describe LEA procedures that will be followed if the parent elects Part B services and chooses to have an IEP implemented (e.g., monitor timelines, schedule IEP meetings, provide draft IEP, IEP team meeting protocols). |  |

**5. IEP Meetings:**

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| Provide the name, role, and contact information of the person responsible for scheduling the IEP team meeting. |  |
| Provide the name and role of the person responsible for maintaining contact with the family/other team members and documenting all contacts in TN PULSE. |  |
| Describe how the LEA will ensure that meetings take place before the third birthday and within 30 days of Part B eligibility determination. Note: LEAs are encouraged to schedule IEP meetings far enough in advance to accommodate any rescheduling. |  |
| Describe how the IEP team meeting is scheduled and completed for a child who turns three when schools are not in session (e.g., summer break, holidays, closure due to weather or sickness). Reminder: timeline requirements must be met. |  |
| Describe steps taken when an IEP is not implemented by the child’s third birthday. |  |
| Describe how and when the family will be offered a pre-enrollment classroom visit and an opportunity to review the preschool program’s policies and procedures as required by [Chapter 0520-12-01.05(3)(e)](https://publications.tnsosfiles.com/rules/0520/0520-12/0520-12-01.20210630.pdf). (This pre-enrollment visit may take place prior to, during, or after the IEP team meeting). |  |
| List the LEA person responsible for the pre-enrollment visit requirement and its documentation. |  |

**6. Data Review:**

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| List the LEA person responsible for ensuring all contacts and documents (e.g., invitations to meetings, PWNs, eligibility reports) are uploaded in PULSE. |  |
| List the LEA person responsible for annually responding to TDOE Indicator 12 data requests. |  |
| List the LEA person responsible for ensuring that all corrective action steps required by an Indicator 12 finding are completed. |  |
| Explain the procedure for training staff relative to these procedures and Indicator 12 requirements. |  |

**7. Reason(s) for APR Indicator 12 finding for the previous school year:**

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| Describe any data trends or root causes for missing the third birthday that your LEA has identified. Examples include, but are not limited to, the following:   * LEA was late in getting parental consent, * LEA was late in completing Part B eligibility, * LEA was late in completing the IEP, * LEA did not have adequate numbers of personnel, * LEA’s previous procedures did not allow enough days between each activity to ensure the IEP was developed timely, or * other issues to be detailed. | For each identified trend or root cause, explain how the LEA will use this information to ensure Part B timelines are met according to IDEA. |
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