

What to Do: District Requirements for Children Transitioning from IDEA Part C to IDEA Part B Programs

An important first step is to create a data system for tracking the birthdays of children receiving Part C early intervention services, beginning at age two. This system will help track the dates, and document completion of each step in the transition process.

- **Step 1:** Nine to six months before a child's third birthday, the Part C Family Resource Coordinator (FRC) will arrange a transition conference. According to WAC 392-172A-02080(2), the transition conference will be scheduled **no less than 90 days prior to the student's third birthday**. The FRC will invite a representative from the LEA to attend the transition conference.
- **Step 2:** Attend the transition conference. With parent consent and prior written notice, create an evaluation plan for determining eligibility for Part B services. Conduct the evaluation within 35 school days of receiving parental consent.
- **Step 3:** If the child meets eligibility criteria, schedule the initial IEP **before** the child's third birthday. The IEP must be scheduled within 30 days of the determination of eligibility. In most cases, the start date for IEP services will be listed as the day of the child's third birthday. This insures district compliance with State Performance Plan Indicator 12 (Percent of children with IEP in place by third birthday).

Suggested timeline for children who turn three during the summer months:

- Complete the evaluation to determine eligibility prior to summer break.
- The IEP *can* be held before summer break, but *must* be held before the child's third birthday.
- The IEP team determines the need for Extended School Year services, according to district protocol.
- If the child does not need Extended School Year services, the start date of services can be the beginning of the school year and the IEP is considered "implemented" by the child's third birthday for the purpose of Indicator 12.
- The IEP team determines the start date of special education services. The start date can be listed as the date when the district's preschool program begins in the Fall (late August or September).