

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
 Arizona Early Intervention Program (AzEIP)

TRANSITION CONFERENCE SUMMARY

 (Date)

 (Child's Name)

 (Date of Birth)

 (Age)

The purpose of the transition conference is to ensure the following activities/steps are completed:

- (a) review potential program(s) options/continuum of services available after the child's third birthday;
- (b) establish tentative timelines and activities for the child's transition into the early childhood programs requested by the parent (*such as Head Start or preschool*), if eligible;
- (c) establish a plan for parental visitation to the programs available;
- (d) review existing data/information about the child; and
- (e) plan for collecting additional information to determine eligibility for programs of interest to the parents, such as special education preschool.

The parent has signed a Permission to Share form to discuss/share information about the child.
 (Required before Transition Conference)

PARTICIPANTS ATTENDING CONFERENCE

Name	Agency/Program	Phone Number
	Parent(s)	
	AzEIP Service Coordinator	
	IFSP Team member	
	IFSP Team member	
	PEA Representative	
	Head Start Representative	
	Community Preschool Representative	
	Other:	

SUMMARY

Next Action/Steps	Responsible Person(s)	Date to be Completed

Comments

Referral was made to the school district on _____ by providing the PEA Notification/Referral form.
(Date)

The parent(s) requests participation of the following individuals at the Preschool Multidisciplinary Evaluation Team (MET)/Eligibility Conference and the Individual Education Program (IEP) meeting:

- AzEIP Service Coordinator and/or
- Others (*provide names and contact information*):

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.