



## Practitioner Roles and Activities During the Transition Planning Meeting: AzEIP Supports Families to Plan for Next Steps After Early Intervention

### Introduction: Preschool Transition is a Shared Responsibility Between Arizona Early Intervention Program's (AzEIP) Service Coordinators and Local and State Education Agencies

When seamless transition activities and practices are in place as children move from Early Intervention to Preschool Special Education, children are more likely to benefit from needed services by the time they are three years old. This first phase of the transition process supports families to be familiar with options as they exit Early Intervention.

**Goal:** Families will experience an IFSP Transition Planning Meeting that includes all necessary members so that families are prepared for and know what to expect when leaving Early Intervention Services. This information will be helpful during the later Transition Conference meeting that schools are required to attend. The Transition Planning Meeting is facilitated by the AzEIP Service Coordinator no later than the month in which the child reaches two years six months old.

### Family and AzEIP Service Coordinator Roles and Responsibilities:

#### **Service Coordinators will:**

- Explain what options are available to the family as the child transitions out of Early Intervention Services (EIS), (e.g., Educational, Community, Medical)
- Explain what the major shifts are between Early Intervention and Preschool Special Education as families transition to Early Childhood Education options.
- Describe the Transition Conference activities and their ability to opt out of making a referral to the school district *and* having a Transition Conference.
- Gather information that will be important for the school district to know: IFSP information and the child's progress, strengths, challenges, hearing/vision, medical information.
- Hold the meeting in the native language of the family.

#### **Families will:**

- Communicate information about their child's strengths, needs, and the strategies that have worked during EIS.
- Identify important members of their transition team that will provide information about their child as they transition to new Early Childhood settings.
- Ask questions and make decisions about transitioning to preschool including what services and supports are necessary.

#### **Action Steps/Practices Performed by the Service Coordinator:**

- Between the months when children are 2 years three months and 2 years 6 months, schedule and hold the transition planning meeting.
- Complete the PEA Referral unless the parent opts out, notifying the school district of residence of the potential need for services.
- Complete the SEA referral if the child is AzEIP eligible after 2.6 unless the parent opts out of the PEA referral.
- Send the Transitions Conference Notification to the School District unless the parent has declined.
- Supply parents with a list of next steps to include dates, locations and timelines of the transition process with the IFSP.
- Complete document to obtain parental consent to share information with the School District and follow up with sharing information with the school district.