



## An Overview of the Early Childhood Transition Process

For more in-depth information contact: The Parent Information Center on Special Education ~ [www.nhspecial.org](http://www.nhspecial.org) ~ (603) 224-7005 or (800) 947-7005 or email [info@nhspecial.org](mailto:info@nhspecial.org)

 <b>The Transition Plan</b> <p>Planning for transition begins when your child turns 2, or earlier if your child is found no longer eligible for ESS, or as soon as possible if your child enters ESS after 24 months of age. At this time, a written transition plan is developed and becomes part of your child's IFSP. The transition plan lays out the steps and a timeline for what will happen over the next year.</p>	 <b>The Transition Conference</b> <p>At least 90 days, but no more than 9 months, before your child turns 3, your ESS Service Coordinator will schedule and facilitate a Transition Conference. The purpose of this conference is to talk with the school district about whether your child is potentially eligible for special education and about making a referral. You will also talk about the program options for your child, create a plan for the transition process with the school, and update the Transition Plan in the IFSP.</p>	<b>1 Referral</b> <p>With your written permission your ESS Service Coordinator will send the local school district a referral for special education immediately following the Transition Conference. This is a request that the school district consider your child for special education eligibility.</p>	<b>2 Decision Making Meeting (Disposition of Referral)</b> <p>After the school receives a referral, they must hold a meeting with you and other members of the Individual Education Program (IEP) team, within 15 calendar days. The parent is a member of the IEP team. This meeting is to discuss all available information about your child and to see if the IEP team needs more information to determine if your child is eligible for special education.</p>	<b>3 Evaluation</b> <p>The IEP team may decide that they need more information about your child to determine if your child will qualify for special education and that they want to conduct an evaluation. Your written permission for any evaluation is required. The school has 45 calendar days from the date you sign permission to complete the testing and hold an IEP team meeting to determine if your child is eligible for special education.</p>
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**4 Determination of Eligibility**


Based on the information provided by ESS and you, along with any evaluations the school may have done, the IEP team determines if your child is eligible for special education and determines a disability classification, also known as a code. To be eligible the child's disability must negatively impact their educational performance.

**5 Development of the Individualized Education Program (IEP)**

Within 30 days after your child is found eligible for special education, the IEP team meets to begin develop the IEP. Sometimes this happens at the same meeting where eligibility is determined. You have 14 calendar days to sign the IEP and you may choose to agree, agree with exceptions, disagree or request another meeting. The IEP must be agreed upon and signed by both you and the school district by your child's third birthday.

**6 Determination of Educational Placement**

After the IEP has been signed by you & the school district representative, the IEP team determines your child's educational placement to implement the IEP. Placement is decided on an individual basis and options may include a variety of settings. Placement, however, must be in the child's Least Restrictive Environment (LRE).

**Some Additional Parental Rights**

You have the right to:

- A signed IEP in place on your child's 3rd birthday, even if their third birthday occurs during the summer
- Invite ESS Service Coordinator (or others) to any meeting
- Participate in all meetings
- Request an IEP meeting and have that meeting within 21 days of the request
- Give or withhold written consent
- Access your child's educational records
- Be notified about important decision regarding your child's education (Written Prior Notice)
- 10 days advance written notice of IEP meetings
- Request access to information 5 days prior to an IEP meeting
- Receive information in a way that is understandable
- Be provided with an interpreter or translator, if needed
- File a complaint, request mediation, request a facilitated IEP meeting, request a neutral conference or request a due process hearing