

**Region 3 - Lakes Region
Interagency Agreement
For Early Childhood Transitions**

Developed 10.09
Updated 11.11

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Interagency Agreement For Transition

Section I - Overview

A. Introduction

This Interagency Agreement is entered into by Lakes Region Community Services, Inc., whose responsibility it is to oversee and administer Family Centered Early Supports and Services, Inter-Lakes School District, Newfound School District, Laconia School District, Gilford School District, SAU 48, Alton School District, Shaker Regional School District, Barnstead School District, Gilmanton School District and Winnisquam Regional School District.

B. Purpose

We, the providers of services for young children with disabilities and their families in the Lakes Region, are committed to creating a collaborative process to ensure that those we serve experience a smooth and high quality transition from Early Supports and Services to Preschool Special Education. This process, while respectful of both service delivery systems and of families' confidentiality and choice, promotes increased accountability, efficiency and communication that will benefit families and all those who serve them. We acknowledge that the following process is set forth to meet federal and state requirements, and most importantly to assist families in a smooth transition. We recognize that multiple factors affect this process including the age at which a child is first referred for services, families' preferences, and our own human fallibility. Good communication among all parties is encouraged as the best remedy for overcoming the inevitable deviation from the ideal process.

C. Scope

This agreement shall be effective November 2011- November 2014 and reviewed annually in the fall by representatives from the Lakes Region Community Services, Inc., and Inter-Lakes School District, Newfound School District, Laconia School District, Gilford School District, SAU 48, Alton School District, Shaker Regional School District, Barnstead School District, Gilmanton School District, Winnisquam Regional School District and the Supporting Successful Early Childhood Transitions Project.

Section II –General Steps of the Transition Process

No later than 22 months of age	<ul style="list-style-type: none"> • Understanding ESS Notification brochure given • Notification/Opt out form signed • At Intake for children referred to ESS at 22 months or older: <ul style="list-style-type: none"> ○ Understanding ESS Notification brochure given and Notification explained • At IFSP for children referred 22 months or older: <ul style="list-style-type: none"> ○ Written Transition Plan completed within one month of being determined eligible
No later than 24 months	<ul style="list-style-type: none"> • Written Transition Plan completed and included in IFSP for ALL children • Transition booklet given to family
27 to 30 months	<ul style="list-style-type: none"> • ESS Service Coordinator contacts the Preschool Contact to schedule the Transition Conference • A Meeting Reminder for the Transition Conference is sent to the Preschool Contact at least 10 days in advance of the Transition Conference
27 - 30 months (But NO later than 33 rd month birthday)	<ul style="list-style-type: none"> • Transition Conference occurs in the home and includes: <ul style="list-style-type: none"> ○ A discussion of the special education process ○ A discussion/determination about whether the child is potentially eligible for special education ○ Potential special education process meeting dates discussed, if appropriate • Bring Referral form to Transition Conference in case family decides to refer the day of the Transition Conference
At or immediately following the Transition Conference	<ul style="list-style-type: none"> • With written parental consent, ESS will send Referral, current evaluation, IFSP goals and summary page, and (if available) 6 month review. • Provide copy of Referral to Administrative Assistant so they may transfer the child's electronic record • Within 15 days after school receives formal Referral, school personnel will schedule and conduct a Disposition of Referral meeting with the IEP Team that will include: <ul style="list-style-type: none"> ○ Review of Referral, evaluation report and services to date ○ Determining timeline regarding evaluations needed ○ Scheduling of potential meetings ○ Discussion of program options (i.e. possible classroom visitation)
30 months or older	<ul style="list-style-type: none"> • For child found eligible for ESS at 30 months or older –within 1 month of eligibility determination: <ul style="list-style-type: none"> ○ Authorization for Release of Information signed by parents at intake ○ Completed transition plan ○ Formal Referral completed and sent (see above) ○ Service coordinator contacts school via phone
30 to 33 months	<ul style="list-style-type: none"> • Service Coordinator discusses Family Support Services at the Area Agency. If appropriate, complete Intake Face Sheet, attaché pertinent records and submit to Director of Family Support.

30-30 months	<ul style="list-style-type: none">• Service Coordinator shares any updated information or evaluations with school district.
36 months	<ul style="list-style-type: none">• Child will have a signed IEP in place on or before their third birthday

**Section III –Protocols and Procedures for Transitions from the Family Centered
Early Supports and Services program of Lakes Region Community Services,
Inc. to Preschool Special Education Programs in Region 3**

**Protocol 1: Lakes Region Community Services, Inc, its ESS Program and School
Districts shall comply with Child Find Notification/Child Find requirements.**

Procedures

- 1.1 Lakes Region Community Services, Inc, and its ESS Programs shall comply with ESS notification requirements for child find purposes only as required under Part C IDEA 2004 and as outlined by the Department of Health and Human Services, Bureau of Developmental Services, Family Centered Early Supports and Services.
- 1.2 The ESS Service Coordinator shall explain Notification and the Opt-Out policy to the parents of children actively enrolled in ESS, who are approaching their 22 month birthday or who enrolled in ESS after their 22 month birthday. This explanation will be provided to parents prior to Lakes Region Community Services, Inc. distributing Notification to the school districts. Families shall be provided with a copy of *Understanding ESS Notification to Local School Districts for Child Find* brochure. Families are given 30 days to choose whether to Opt-Out of Notification. Documentation that Notification and the choice to Opt-Out were explained to families will be made in the child’s record and in the ESS electronic data base.
- 1.3 Unless a family opts-out, Lakes Region Community Services, Inc shall transmit Notification to the Special Education Director of the local school district, and/or this Director’s designee. Notification will be sent on the individual child by mail within the month the child turns 24 months and as soon as possible for those children who become newly enrolled in ESS after age 24 months. Notification information is limited to:
 - Child’s name
 - Child’s date of birth
 - Parent(s)’s name(s)
 - Parent(s)’s contact information
- 1.4 As outlined in Part C of the IDEA 2004, ESS notification is not a referral and families may opt out of notification. However, a family’s choice to opt-out of Notification shall not impact the transition or referral process.
- 1.5 School Districts shall have clear policies and procedures in place for both ESS Notification, and Referral. Districts shall include in their Child Find policies and procedures a process for responding to families for whom they have received Notification from ESS.

- 1.7 School Districts shall inform Lakes Region Community Services, Inc of how they are responding to Notification so that they may better inform families.
- 1.8 School Districts shall notify Lakes Region Community Services, Inc. of whom, in addition to or in place of the Special Education Director, is a designee to receive Notification information.

Protocol 2: The ESS program shall develop a transition plan in the IFSP in accordance with HeM 510 and Part C of the IDEA 2004

Procedures

- 2.1 When a child receiving ESS is 24 months of age (or earlier if appropriate) the IFSP team shall develop and begin to implement a written Transition Plan. The written Transition Plan is developed and becomes part of the child's IFSP.
 - When a child is determined eligible for ESS after 24 months of age, the written Transition Plan shall be included in the initial IFSP.

- 2.2 In developing the Transition Plan the ESS Service Coordinator shall include a discussion of
 - All available community options (including preschool special education, area agency services, private therapies, private child care and preschools, recreation, family supports, and other resources),
 - Parental rights and responsibilities under HeM 510 and Part C of IDEA 2004 in the transition process

- 2.3 When the IFSP team is creating the Transition Plan, the ESS Service Coordinator shall provide the family with a copy of the *Transition from Family-Centered Early Supports and Services: A Guide for Families*.

Protocol 3: With parental permission, ESS shall schedule the Transition Conference

Procedures

- 3.1 When the child is between 27 and 30 months of age, the ESS Service Coordinator shall contact the School District Preschool Contact via phone call and/or email to discuss dates and times for the Transition Conference. Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact when scheduling the Transition Conference. However, to comply with the requirements of Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 3.2 Once a date is confirmed, a Meeting Reminder for Transition Conference (Form 1 Section IV) shall be sent to the School District Preschool Contact by the ESS Coordinator at least 10 days in advance indicating the date, time and place of the Transition Conference.
- 3.3 The Transition Conference shall occur when a child is between 30 and 33 months of age. In accordance with the HeM 510 and Part C of the IDEA 2004, the Transition Conference must occur no less than 90 days before the child's third birthday but no earlier than nine months before the third birthday.
- 3.4 When circumstances warrant (such as a child who is determined eligible for ESS after 30 months of age or at the parent's request) and parents agree, the Meeting Reminder for the Transition Conference and the Referral may be sent to the appropriate Preschool Contact simultaneously.
- 3.5 A School District may request parental permission to combine the Transition Conference and the Disposition of Referral meeting and for parental permission to share information prior to the Transition Conference. See Protocol 6.

Protocol 4: The ESS Service Coordinator shall facilitate the Transition Conference.

Procedures

- 4.1 When invited, the School District shall send a representative to the Transition Conference as required by IDEA 2004—CFR 300.124 (c)—and the NH Rules—ED 1106.01 (a).
- 4.2 The ESS Service Coordinator chairs the Transition Conference. At the Transition Conference:
 - The family shall share information about their child/family
 - The School District representative shall share information about the special education process and individualized program options from the child’s third birthday until the end of the school year. They shall further explain that if a child is eligible and qualifies for special education, placement decisions are made by the IEP Team and if a child does not qualify for special education, it is the parent’s responsibility to explore other educational opportunities for their child
 - The IFSP Team will discuss and determine whether the child is potentially eligible for special education
 - Transition Plan is updated including potential IEP Team meeting dates for the Disposition of Referral and/or evaluation, as applicable.
- 4.3 Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact when scheduling the Transition Conference. However, to comply with the requirements of Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 4.4 Whenever appropriate, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and meetings are held within the timeline requirements of state and federal regulations. See Protocol 6.
- 4.5 In the event that the School District and the parent have agreed to combine the Transition Conference and the Disposition of Referral meeting, the ESS Service coordinator may provide the Preschool Contact with the Referral at the Transition Conference. See Protocol 6.

Protocol 5: With parental permission, ESS shall initiate a Referral to the appropriate School District

Procedures

- 5.1 With written parental consent, the ESS Service Coordinator shall send a Referral letter to the appropriate School District Preschool Contact immediately following the Transition Conference that occurs when the child is 30 to 33 months of age, unless a parent chooses otherwise. (Form 2 Section IV).
- Parents may agree that a Referral will be made prior to or during the Transition Conference.
- 5.2 In addition to the Referral letter, ESS shall send a copy of:
- Current evaluation
 - IFSP, goals and summary page
 - If available, 6 month review
- 5.3 When circumstances warrant (such as a child who is determined eligible for ESS after 30 months of age or at the parents' request) and parents have given written consent, the Meeting Reminder for Transition Conference and the Referral may be sent to the appropriate Preschool Contact simultaneously.
- 5.4 At the time a Referral is transmitted to the School District, Lakes Region Community Services, Inc. shall allow the School District access to the child's electronic record.

Protocol 6: Procedures for the combination of the Transition Conference and Disposition of Referral meeting if a parent chooses to make a Referral prior to or during the Transition Conference.

Procedures

- 6.1 The Transition Conference and the Disposition of Referral meeting may be combined IF ALL of the following conditions are met:
 - the family agrees
 - the family is provided Prior Written Notice at least 10 days prior to the meeting as required by the NH Rules for the Education of Children with Disabilities. Families may agree to waive the 10 day advance notice
 - all IEP/IFSP Team members required by the NH Rules for the Education of Children with Disabilities and HeM 510 are in attendance
- 6.2 In the event a School District and parent wishes to combine the Transition Conference and Disposition of Referral meeting, they shall inform the ESS Service Coordinator of this intent at the time they are scheduling the Transition Conference. With parental permission, the ESS Service Coordinator shall bring the Referral to the meeting.
- 6.3 The Service Coordinator shall explain the School District's request to the family, including what a Referral and Disposition of Referral meeting are, and explain that a family has the right to choose not to make a Referral at this time and limit the meeting to only a Transition Conference.
- 6.4 If a Referral is sent prior to the Transition Conference, the school district has 15 calendar days to schedule and conduct a Disposition of Referral meeting, regardless of the date of the scheduled Transition Conference and the age of the child.
- 6.5 Regardless of whether the family gives permission to hold a combined Transition Conference and Disposition of Referral meeting, the Transition Conference shall be held at the date and time agreed upon.
- 6.6 In the event that the Transition Conference and Disposition of Referral meeting or any other meeting in the transition or special education process, are combined, the school district shall ensure that all IEP Team members required under the NH Rules for the Education of Children with Disabilities are in attendance.
- 6.7 As required by the NH Rules for the Education of Children with Disabilities, written parental permission is required before any evaluation may be conducted by the school district. This includes an observation of the child while at the Transition Conference/Disposition of Referral meeting. Parents may give written permission at the meeting for the observation/evaluation to occur. Without written permission, the IEP team may not use the observation/information as part of determining eligibility or present levels.
- 6.8 Parents shall be provided with Written Prior Notice of all proposals/refusal that occur at any meeting (Disposition of Referral, Evaluation, Eligibility, IEP and Placement) so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions regarding any proposal by the IEP Team.

Protocol 7: The School District shall schedule/convene the IEP team and conduct the Disposition of Referral process.

Procedures

- 7.1 Upon receiving a Referral from ESS, regardless of the child's age at the time of Referral, the School District Preschool Contact shall contact the family to schedule a Disposition of Referral meeting within 15 calendar days. With parental permission, the School District shall invite the ESS Service Coordinator.
- 7.2 Effort shall be made to schedule the Disposition of Referral meeting during a convenient time for the ESS Service Coordinator, however, the Disposition of Referral meeting shall be conducted if the Service Coordinator is unable to attend to ensure the meeting occurs within the 15 calendar day timeline required by the NH Rules for the Education of Children with Disabilities.
- 7.3 At the Disposition of Referral meeting the IEP Team, which includes the family, shall discuss and determine if and how any previously administered evaluations will be utilized and if further evaluation is necessary to determine eligibility. Written parental consent will be obtained prior to conducting an evaluation.
 - The role of the ESS Service Coordinator/Provider in any IEP team/special education meeting is to provide the team with information regarding the child and to support the family and district in the process.
- 7.4 As part of the Referral process, the School District shall provide the parents with the Procedural Safeguards handbook and other materials regarding their rights and responsibilities in the special education process.
- 7.5 Whenever appropriate and if parents agree, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and the timing of the meetings is within state and federal regulatory requirements.
- 7.6 The NH Rules for the Education of Children with Disabilities require a school district to act upon a referral regardless of its source and age of the child. The School District may request an informational packet be completed by the family, however, failure by the parent to complete the packet cannot be used to defer the timelines for the Disposition of the Referral or the evaluation.

Protocol 8: Based upon the outcome of the disposition, the School District shall schedule/conduct evaluations and convene the IEP Team to determine eligibility for special education services, document services through the IEP and determine placement as appropriate.

Procedures

- 8.1 The School District shall invite the parents via written meeting notification to all IEP Team meetings and, at a parent's request, shall invite the ESS Service Coordinator. Every effort shall be made to schedule meetings at a mutually convenient time for the ESS Service Coordinator. However to ensure meetings occur within the timelines required by the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, all IEP meetings shall be conducted regardless of whether the ESS Service Coordinator is able to attend.
 - The role of the ESS Service Coordinator/Provider in any IEP team/special education meeting is to provide the team with information regarding the child and to support the family and the district in the process.
- 8.2 The School District shall complete the evaluation, if appropriate, and convene the IEP Team, which includes the parents, for an eligibility determination meeting within 45 days from receipt of parent's written permission for evaluation, to discuss evaluation results and determine eligibility, as required by the NH Rules for the Education of Children with Disabilities. Parents may agree in writing to one 15 day extension.
- 8.3 If the IEP Team, which includes the parents, determines the child is eligible for special education services, an Individual Education Program (IEP) shall be developed by the IEP team within 30 days from determining eligibility.
- 8.4 After determining the supports and services necessary to provide the child with a free appropriate public education (FAPE) and documenting goals and services in the IEP, placement shall be decided by the IEP Team and based on the Least Restrictive Environment (LRE).
- 8.5 The IEP Team, which includes parents, can choose to combine meeting purposes e.g., eligibility, IEP, and placement. Parents shall be notified of the purpose of meetings on the notice of meeting form.
- 8.6 The IEP Team shall provide parents with Written Prior Notice of all proposals/refusals so that they may make informed decisions. Parents shall be given 14 calendar days to make decisions about any proposal by the IEP Team.
- 8.7 The school district shall comply with all NHSEIS reporting requirements including reporting whether a child referred by ESS is determined to be eligible as a child with a disability or if the child is found not to be eligible as a child with a disability.

Protocol 9: ESS shall share updated information with the School District prior to the child's third birthday

- 9.1 With parental consent, ESS Service Coordinator shall share any updated evaluations or reviews that occur after a Referral has been made with the School District.

Protocol 10: Implementation: A signed IEP shall be in place by the child's 3rd birthday.

Procedures

- 10.1 In accordance with the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, the IEP shall be agreed upon and signed by the School District LEA representative and the parent(s) by the child's third birthday.

- 10.2 By NH definition, the date of development and implementation is the date of parental consent to the IEP. Per state and federal law, an IEP with the date to begin the provision of special education and related services must be agreed on by both the LEA and parent by the child's third birthday, regardless of when the child turns 3. ('06 FY Memo 25)

Protocol 11: Children whose third birthday occurs during the summer months are entitled to FAPE on their third birthday.

Procedures

- 11.1 Regardless of when a child's third birthday is, per state and federal law, an IEP with the date to begin the provision of special education and related services must be agreed on by both the LEA and parent by the child's third birthday, regardless of when the child turns 3.
- 11.2 The start date for provision of special education and related services may be at a date after the third birthday as determined appropriate by the IEP Team, which includes the parents.
- 11.3 With agreement from the family, the IEP Team may choose to complete eligibility determination and develop the IEP for a child who has a summer or early fall birthday, prior to the end of the previous school year. If this occurs, ESS will work with the school district and will make a good faith effort to provide the district with updated information within the timelines outlined in the agreement.

Protocol 12: Procedures for children who are initially referred for ESS after 30 months of age

Procedures

- 12.1 When a child who is 30 months of age or older is initially referred for ESS, the transition process shall be explained to the family as part of the initial intake process by the Intake Coordinator. If appropriate, the Intake Coordinator shall ask for written parent consent to share information with the appropriate School District. The parent shall decide whether a Referral should be made immediately to the School District.
- 12.2 If appropriate, and with parent consent, the ESS Service Coordinator may invite the School District to participate in the initial evaluation by ESS.
- 12.3 Upon determination of eligibility, the ESS Service Coordinator shall discuss with the family the transition process and document a Transition Plan. The written Transition Plan is developed and becomes a part of the initial IFSP.
- 12.4 The School District and ESS shall work collaboratively to create a plan for the necessary steps to ensure that a child who is referred and found eligible for ESS when they are 30 months and older, has an IEP in place by the child's third birthday.
- 12.5 In scheduling the Transition Conference, every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District Preschool Contact. In accordance with Part C of the IDEA 2004 and HeM 510, if a School District representative is unable to attend the Transition Conference, it shall be held regardless.
- 12.6 The ESS Service Coordinator shall facilitate the Transition Conference in accordance with Protocol 4.
- 12.7 In scheduling the Disposition of Referral and other IEP meetings, every effort shall be made by the school district to find a mutually convenient time for the ESS Service Coordinator. However, all IEP meetings shall still be conducted if the Service Coordinator is unable to attend to ensure timelines required by the NH Rules for the Education of Children with Disabilities and IDEA 2004 are met.
- 12.8 Whenever appropriate, meetings can be combined, such as the Disposition of Referral meeting and Transition Conference as long as all participants required under the respective regulations are in attendance and the timing of the meetings is within state and federal regulatory requirements. See Protocol 7.

Protocol 13: Procedures for addressing concerns

Procedures

- 13.1 The parties of this Interagency Agreement recognize that multiple factors affect the transition process including the age at which a child is first referred for services, family preferences, and our own human fallibility. Good communication among all parties is encouraged as the best remedy for overcoming the inevitable deviation from the ideal process.
- 13.2 When one party is concerned that the other is not following through with their responsibilities as outlined in good faith in the Interagency Agreement, the questioning party shall first consider whether the issue is related to unique circumstances (such as a family's refusal to give permission to refer or an unexpected staff illness) or whether the issue demonstrates a systemic issue. The questioning party shall discuss their concerns directly with the person or persons involved and shall have documentation of their concerns.
- 13.3 Should the issue continue beyond the initial conversation, the administrator of the party involved shall be contacted. See Contact List.

Protocol 14: Procedure for review of the Memorandum of Agreement

- 14.1 Representatives from Lakes Region Community Services, Inc., Inter-Lakes School District, Newfound School District, Laconia School District, Gilford School District, SAU 48, Alton School District, Shaker Regional School District, Barnstead School District, Gilmanton School District and Winnisquam Regional School District shall convene each year to review and make changes to the Interagency Agreement as necessary.

***Section IV –
Contact Information***

CONTACT INFORMATION

Area Agency Contact Information Lakes Region Community Services, Inc.

REFERRAL CONTACT	NOTIFICATION CONTACT	NHSEIS CONTACT	ADMINISTRATION
Tylaine Guarriello Lakes Region Community Services 635 Main Street Laconia, NH 03246 603-524-1741 ext 13 tylaine@lracs.org	Jennifer Doris Lakes Region Community Services 635 Main Street Laconia, NH 03246 603-524-1741 ext 11 603-630-9046 (cell) jenniferd@lracs.org	Jennifer Doris Lakes Region Community Services 635 Main Street Laconia, NH 03246 603-524-1741 ext 11 603-630-9046 (cell) jenniferd@lracs.org	Karen Welford Lakes Region Community Services 635 Main Street Laconia, NH 03246 603-524-1741 ext karenw@lracs.org

Early Supports and Services Program

PROGRAM NAME	DIRECTOR	ADMINISTRATION
Lakes Region Community Services Early Supports and Services Program	Jennifer Doris Lakes Region Community Services 635 Main Street Laconia, NH 03246 603-524-1741 ext 11 603-630-9046 (cell) jenniferd@lracs.org	Karen Welford Lakes Region Community Services 635 Main Street Laconia, NH 03246 603-524-1741 ext 173 karenw@lracs.org

School District Contact List

* - indicates Notification recipient

SAU	TOWN	REFERRAL CONTACT	PRESCHOOL CONTACT	ADMINISTRATION
2	Sandwich Meredith Center Harbor	* Ronda Young Inter-Lakes Elementary School 21 Laker Lane Meredith, NH 603-279-7968 ryoung@interlakes.org	Ronda Young Inter-Lakes Elementary School 21 Laker Lane Meredith, NH 603-279-7968 ryoung@interlakes.org	Chuck DiCecca Inter-Lakes School District 103 Main Street Meredith, NH 03253 603-279-3144 cdicecca@interlakes.org
2	Ashland	Connie Ryan Sandwich Central School 28 Squam Lake Road Center Sandwich, NH 03227 284-7712 cryan@interlakes.org	Connie Ryan Sandwich Central School 28 Squam Lake Road Center Sandwich, NH 03227 284-7712 cryan@interlakes.org	Chuck DiCecca Inter-Lakes School District 103 Main Street Meredith, NH 03253 603-279-3144 cdicecca@interlakes.org

4	Bristol Bridgewater New Hampton Alexandria Hebron	* Debbie Guillotte 25 School House Road Bridgewater, NH 03222 603-744-6969 dguillotte@sau4.org	Debbie Guillotte 25 School House Road Bridgewater, NH 03222 603-744-6969 dguillotte@sau4.org	Judith Turk 2 North Main Street Bristol, NH 03222 603-744-5555 ext. 24 jturk@sau4.org
30	Laconia	* Ryan Marsh Student Services Coord. Woodland Heights 225 Winter Street Laconia, NH 03246 603-524-8733 ext. 1001 rmarsh@laconia.k12.nh.us	Nancy Matteson Woodland Heights 225 Winter Street Laconia, NH 03246 nmatteson@laconia.k12.nh.us Sue Carignan Pleasant Street School 350 Pleasant Street Laconia, NH 03246 scarignan@laconia.k12.nh.us	Terri Forsten SAU 30 PO Box 309 Laconia, NH 03247 603-524-5710 tforsten@laconia.k12.nh.us
48	Campton Ellsworth Holderness Plymouth Rumney Thornton Wentworth	* Carol Hahn Plymouth Elementary School 43 Old Ward Bridge Road Plymouth, NH 03264 chahn@pes.sau48.org	Carol Hahn Plymouth Elementary School 43 Old Ward Bridge Road Plymouth, NH 03264 chahn@pes.sau48.org	Fran Gonsalves SAU 48 Superintendent Office 47 Old Ward Bridge Road Plymouth, NH 03264 fgonsalves@sau48.org
59	Sanbornton Tilton	Leah Palminter 5 Elm Street Northfield, NH 03276 603-286-7080 lpalminter@wrsdsau59.org	Leah Palminter 5 Elm Street Northfield, NH 03276 603-286-7080 lpalminter@wrsdsau59.org	* Lori Krueger Special Education Administrator 433 West Main Street Tilton, NH 03276 603- 286-4116 lkrueger@wrsdsau59.org
72	Alton	* Catherine Dix-Herndon 41 School Street Alton, NH 03809 603-875-7500 jrees@alton.k12.nh.us	Joan Rees 41 School Street Alton, NH 03809 603-875-7500 jrees@alton.k12.nh.us	Catherine Dix-Herndon Alton Central School PO Box 910 Alton, NH 03809 603-875-0399 cdix-herndon@alton.k12.nh.us
73	Gilford	Donna Finner 76 Belknap Mt. Road Gilford, NH 03249 603-524-7146 ext. 644 dfinner@gilford.k12.nh.us	Donna Finner 76 Belknap Mt. Road Gilford, NH 03249 603-524-7146 ext. 644 dfinner@gilford.k12.nh.us	Esther Kennedy Gilford School District 47 Cherry Valley Road Gilford, NH 03246 603-524-7146 ext. 229 ekennedy@gilford.k12.nh.us
79	Gilmanton	* Emily Reese 1386 NH Route 140 Gilmanton, NH 03837 603-364-5681 ereese@gilmanton.k12.nh.us	Cynthia Johnson 1386 NH Route 140 Gilmanton, NH 03837 603-364-5681 cjohnson@gilmanton.k12.nh.us	Emily Reese 1386 NH Route 140 Gilmanton, NH 03837 603-364-5681 ereese@gilmanton.k12.nh.us

80	Belmont Canterbury	Tonyel Mitchell-Berry Shaker Regional School District 58 School Street Belmont, NH 03220 603-267-9222 tmitchell-berry@shaker.k12.nh.us	* Cassie Prescott Belmont Elementary School 89 Gilmanton Road Belmont, NH 03220 603-267-6568 cprescott@shaker.k12.nh.us	Tonyel Mitchell-Berry Shaker Regional School District 58 School Street Belmont, NH 03220 603-267-9222 tmitchell-berry@shaker.k12.nh.us
86	Barnstead	* Anna Williams 91 Maple Street Center Barnstead, NH 03225 603-269-5161 ext. 214 annaw@barnstead.k12.nh.us	Theresa Grow 91 Maple Street Center Barnstead, NH 03225 603-269-5161 ext. 577 tgrow@barnstead.k12.nh.us	Anna Williams 91 Maple Street Center Barnstead, NH 03225 603-269-5161 ext. 214 annaw@barnstead.k12.nh.us

Section V – Sample Forms



Engage. Empower. Inspire.

Meeting Reminder

Date: Child's Name:

Dear

This is a notice of the meeting that we scheduled together:

- Date:
Time:
Place:
With Whom:

This meeting is being held for the purposes shown below.

- Conduct an eligibility evaluation to determine if _____ is eligible for Early Intervention Services.
Conduct a re-evaluation to determine if _____ continues to be eligible for Early Intervention Services.
Conduct a developmental assessment and develop new Individualized Family Support Plan (IFSP).
Review _____'s developmental progress in order to update and revise the current Individualized Family Support Plan (IFSP)
Develop your child and family's IFSP that will outline your family's strengths, concerns, resources and goals for desired outcomes
Transition Conference to discuss a plan for transitioning from the Early Intervention Program.

You may ask anyone you wish to attend this meeting to assist/support you in developing your family support plan. (This could be a relative, friend, child care provider, or other service providers.)

If this meeting time needs to be changed due to scheduling problems, please call Tylaine at 524-8811 or 1-800-649-8817 at ext.180 as soon as possible.

Thank you,

Tylaine Guarriello

For the Early Intervention Team

We are required to give you ten (10) days written notice before this meeting. If you wish to meet before you've had ten (10) days written notice, you may sign below.

Signature of Parent/Guardian

Date

