

**Greater Nashua Area  
Interagency Agreement  
For Early Childhood Transitions**

Developed May 2007  
First Implementation July 1, 2007  
Revised May 2009

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**Greater Nashua Area  
Memorandum of Agreement  
For Transition**

**Section I - Overview**

**A. Introduction**

This Memorandum of Agreement is entered into by the Gateways Community Services, whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its vendor programs and the Nashua, Milford, Hudson, Litchfield, Merrimack, Hollis, Brookline, Mascenic Regional and Amherst School Districts.

**B. Purpose**

We, the providers of services for young children with disabilities and their families in the Greater Nashua Area, 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, 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 will be effective 2009-2010 school year and reviewed annually in the spring by the region, including representatives from the local school districts, ESS Programs, Gateways Community Services, families and the Supporting Successful Early Childhood Transitions Project.

**D. Agencies**

This agreement and procedures have been developed and/or agreed upon by the following representatives from:

Please see signature page

**D. Agencies**

This agreement and procedures has been agreed upon by the following representatives:

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Amherst School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Brookline School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Hollis School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Hudson School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Litchfield School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Mascenic Regional School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Merrimack School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Milford School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Nashua School District**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Gateways Community Services**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Gateways Community Services  
Early Supports and Services Program**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Children's Pyramid**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Sunrise Early Intervention Program**

## CONTACT INFORMATION

### Area Agency Contact Information

#### Gateways Community Services

REFERRAL CONTACT	NOTIFICATION CONTACT	NHSEIS CONTACT	ADMINISTRATION
Nancy Lucci Intake Coordinator Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2775 <a href="mailto:nlucci@gatewayscs.org">nlucci@gatewayscs.org</a>	Jeanne Coty Intake Administrator Gateways Community Services 144 Canal Street Nashua, NH 03064 <a href="mailto:jcoty@gatewayscs.org">jcoty@gatewayscs.org</a>	Nancy Lucci Intake Coordinator Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2775 <a href="mailto:nlucci@gatewayscs.org">nlucci@gatewayscs.org</a>	Nancy Dowey ESS Program Manager Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2773 <a href="mailto:ndowey@gatewayscs.org">ndowey@gatewayscs.org</a>

### Early Supports and Services Programs

PROGRAM NAME	DIRECTOR	ADMINISTRATION
Gateways Early Supports and Services	Nancy Dowey Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2773 <a href="mailto:ndowey@gatewayscs.org">ndowey@gatewayscs.org</a>	Peter Van Voorhis Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2740 <a href="mailto:pvanvoorhis@gatewayscs.org">pvanvoorhis@gatewayscs.org</a>
Children's Pyramid	Kara Levasseur PO Box 1269 Nashua, NH 03061 603-883-8205 <a href="mailto:klevasseur@nashuacenter.org">klevasseur@nashuacenter.org</a>	Nancy Dowey ESS Program Manager Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2773 <a href="mailto:ndowey@gatewayscs.org">ndowey@gatewayscs.org</a>
Sunrise Early Intervention Program	Cheri Brodeur c/o RSEC PO Box 370 94 Route 101A Amherst, NH 03031 603-886-0579, ext. 316 <a href="mailto:cmaki@rsec.org">cmaki@rsec.org</a>	Nancy Dowey ESS Program Manager Gateways Community Services 144 Canal Street Nashua, NH 03064 603-459-2773 <a href="mailto:ndowey@gatewayscs.org">ndowey@gatewayscs.org</a>

## School District Contact List

SAU	TOWN	REFERRAL CONTACT	PRESCHOOL CONTACT	ADMINISTRATION
39	Amherst	Renea Sparks, Director Special Instructional Services 1 School Street Amherst, NH 03031 673-1096x118 <a href="mailto:rsparks@sprise.com">rsparks@sprise.com</a>	Janet Davis, ECC Clark School PO BOX 420 Amherst, NH 03031 673-2343 <a href="mailto:jdavis@sprise.com">jdavis@sprise.com</a>	Renea Sparks, Director Special Instructional Services 1 School Street Amherst, NH 03031 673-1096x118 <a href="mailto:rsparks@sprise.com">rsparks@sprise.com</a>
<b>Please send to both</b>				
39	Mont Vernon	Renea Sparks, Director Special Instructional Services 1 School Street Amherst, NH 03031 673-1096x118 <a href="mailto:rsparks@sprise.com">rsparks@sprise.com</a>	Danielle Costa Mont Vernon Village School Harwood Road Mont Vernon, NH 03057 673-5141 <a href="mailto:dcosta@sprise.com">dcosta@sprise.com</a>	Renea Sparks, Director Special Instructional Services 1 School Street Amherst, NH 03031 673-1096x118 <a href="mailto:rsparks@sprise.com">rsparks@sprise.com</a>
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41	Hollis	Maureen Chorma Preschool Coordinator Hollis Primary School 36 Silver Lake Road Hollis, NH 03049 603-465-2260 ext 1413 <a href="mailto:chormam@sau41.k12.nh.us">chormam@sau41.k12.nh.us</a>	Maureen Chorma Preschool Coordinator Hollis Primary School 36 Silver Lake Road Hollis, NH 03049 603-465-2260 ext 1413 <a href="mailto:chormam@sau41.k12.nh.us">chormam@sau41.k12.nh.us</a>	Robert Kelly SAU 41 Special Education Director 4 Lund Lane Hollis, NH 03049 603-465-7118 <a href="mailto:kellyr@sau41.k12.nh.us">kellyr@sau41.k12.nh.us</a>
41	Brookline	Patti Montague Richard Maghakian Memorial School 22 Milford Street Brookline, NH 03033 603-673-4640 <a href="mailto:montaguep@sau41.k12.nh.us">montaguep@sau41.k12.nh.us</a>	Francine Hirsch Richard Maghakian Memorial School 22 Milford Street Brookline, NH 03033 603-673-4640 <a href="mailto:hirschf@sau41.k12.nh.us">hirschf@sau41.k12.nh.us</a>	Robert Kelly SAU 41 Special Education Director 4 Lund Lane Hollis, NH 03049 603-465-7118 <a href="mailto:kellyr@sau41.k12.nh.us">kellyr@sau41.k12.nh.us</a>

40	Milford	Marianne N. Carvell, M.Ed Assistant Director of Special Education 5 Elm Street Milford, NH 03055 603-673-6709 mcarvell@sau40.com	Marianne N. Carvell, M.Ed Assistant Director of Special Education 5 Elm Street Milford, NH 03055 603-673-6709 mcarvell@sau40.com	Johanna Johnson Director of Special Education 5 Elm Street Milford, NH 03055 603-673-6709 jweick@sau40.com
81	Hudson	Karen Cassidy-Special Education Department Head (Preschool Coordinator) Nottingham West Elementary School 10 Pelham Road Hudson NH 03051 595-1570 kcassidy@sau81.org	Karen Cassidy-Special Education Department Head (Preschool Coordinator) Nottingham West Elementary School 10 Pelham Road Hudson NH 03051 595-1570 kcassidy@sau81.org	Dr. Irene Sousa Director of Special Services 20 Library Street Hudson, NH 03051 603-886-1253 isousa@sau81.org
	Merrimack	Sheila Demers Preschool Coordinator Reeds Ferry Elementary School 15 Lyons Road Merrimack, NH 03054 603-424-6215 Sheila.demers@merrimack. k12.nh.us	Sheila Demers Preschool Coordinator Reeds Ferry Elementary School 15 Lyons Road Merrimack, NH 03054 603-424-6215 Sheila.demers@merrimack. k12.nh.us	Frank Hoell Principal Reeds Ferry Elementary School 15 Lyons Road Merrimack, NH 03054 603-424-6215
	Mason	Barbara Carpenter Mascenic Integrated Preschool 13 Darling Hill Road Mason, NH 03048 (603) 878-2962 x18 <a href="mailto:mipreschool@gmail.com">mipreschool@gmail.com</a>	Barbara Carpenter Mascenic Integrated Preschool 13 Darling Hill Road Mason, NH 03048 (603) 878-2962 x18 <a href="mailto:mipreschool@gmail.com">mipreschool@gmail.com</a>	Doris Nolan

## General Steps of the Transition Process

	<b>AREA AGENCY</b>	<b>EARLY SUPPORTS AND SERVICES PROGRAMS</b>	<b>SCHOOL DISTRICT</b>	<b>PARENTS</b>
<i>Notification</i>	Provide Notification to School Districts	Explain Notification and Opt-out to families	Respond to Notification provided by the Area Agency	Actively participate
<i>Regional Transition Open House</i>	Coordinate Regional Transition Open House twice a year	Encourage family participation; Attend/Actively participate	Attend/Actively participate	Attend/Actively participate
<i>Transition Conference</i>		Coordinate and Conduct child/family transition conference	Attend/Actively participate	Give permission in timely manner and actively participate
<i>Referral Process</i>		Initiate referral	Receive/ Complete/ Act in a timely manner	Give permission in timely manner and participate fully
<i>IEP Process</i>		Participate in IEP process as appropriate	Schedule/ Conduct IEP meetings in a timely and family friendly manner	Attend meetings and participate fully in IEP process
<i>Implementation</i>		Implement Transition Plan	Implement IEP	Support implementation of Transition plan and IEP

### **Section III – Transition Policies and Procedures from Early Supports and Services Programs to Preschool Special Education**

**Policy 1: Gateways Community Services, their ESS Vendor Programs and the School Districts shall comply with ESS Notification to Local School Districts for Child Find Purposes.**

#### **Procedures**

- 1.1 Gateways Community Services and its vendor 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 Upon determination of eligibility for ESS, regardless of the reason or age of the child, the Service Coordinator shall explain Notification and the Opt-Out policy. Families shall be provided with a copy of *Understanding ESS Notification to Local School Districts for Child Find* brochure. Families may choose to opt-out of Notification. The ESS programs will document that Notification and the choice to opt-out were explained to families and transmit this to the Area Agency.
- 1.3 Unless a family Opt-s-out, Gateways Community Services shall transmit Notification information to the Special Education Director of the local school district, and/or their designee. Notification information will be sent monthly, at the end of each month. 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.
- 1.6 School Districts shall inform Gateways Community Services and ESS vendor programs of how they are responding to Notification so that they may better inform families.
- 1.7 School Districts shall notify Gateways Community Services, in writing, of who, in addition to the Special Education Director, is a designee to receive Notification information.

**Policy 2.0: Gateways Community Services will coordinate and host a Regional Transition Open House twice a year.**

**Procedures**

- 2.1 The purpose of the Regional Transition Open House is to help ease parents' concerns regarding the process by giving parents an opportunity to meet and begin to develop positive relationships with local School District personnel prior to the mandated Transition Conference.
- 2.2 As part of the transition planning process, ESS Service Coordinators will invite parents to the Regional Transition Open House.
- 2.3 School Districts will send at least one representative from their district to provide general information about their district's preschool special education program and answer parent questions.
- 2.4 Attendance at the Regional Transition Open House cannot serve as the facilitation of a Transition Conference as described in HeM 510.

**Policy 3.0: ESS will develop a transition plan in the IFSP in accordance to HeM 510.**

**Procedures**

- 3.1 When a child is 24 months of age (or earlier if appropriate) the IFSP team will develop and begin to implement a written transition plan. The written transition plan becomes a part of the child's IFSP.
- 3.2 The transition plan will include a discussion of available community options (including preschool special education, private therapies, private child care and preschools, recreation, family supports, and other resources), information about parental rights and responsibilities and timelines for Referral to preschool special education and/or other community options.
- 3.3 When creating the transition plan, the ESS Service Coordinator will provide the family with a copy of the *Transition from Family-Centered Early Supports and Services: A Guide for Families*.

**Policy 4.0: ESS representative will initiate contact with appropriate School District representative to schedule the Transition Conference.**

**Procedures**

- 4.1 With parental permission, the ESS Service Coordinator will send a Transition Conference Invitation to the appropriate School District contact person when the child is 30 months of age, or earlier at parent's request. The invitation will include the date and time that home visits typically occur, as well as the date by which the Transition Conference must be held to meet state and federal regulations. Transition Conference Invitation is Form B in Section IV.
- 4.2 A copy of the Transition Conference Invitation will also be sent to Gateways Community Services to facilitate the transfer of data from New Hampshire Special Education Information System (NHSEIS). Upon receipt of the transition conference invitation, Gateways Community Services will allow the appropriate School District to access the child's NHSEIS record.
- 4.3 The ESS Service Coordinator will follow up with the local School District via phone call and/or email to schedule the Transition Conference. A formal notice indicating the date, time and location of the Transition Conference may be sent to the school district and the family by the ESS Service Coordinator or it may be confirmed via email or phone, once a date has been set. The Notice of Transition Conference is Form C in Section IV.
- 4.4 Upon request by a School District and with written parental permission, the current IFSP, most recent evaluation, Developmental Transition Summary and consent to share documentation may be sent to the school district with the Transition Conference Invitation so that a district may combine the Transition Conference and the Disposition of Referral. See Policy 13.

**Policy 5.0: ESS will facilitate the Transition Conference.**

**Procedures**

- 5.1 The Transition Conference will occur when the child is between 30 months and 90 days before the child's third birthday, or earlier at a family's request. (See policy 4.1) ESS chairs this conference. The family will share information about their child and the School District will share information about the program options from the time the child is three until the end of the school year. The transition plan will be updated during the Transition Conference. Transition plan specifics will be discussed including when the Referral will be sent, classroom visits, and potential IEP Team meeting dates for Disposition of Referral and/or evaluation, if applicable.
- 5.2 School Districts will send a representative of the School District to the Transition Conference as required by IDEA 2004 and the NH Rules for the Education of Children with Disabilities.
- 5.3 Every effort will be made by ESS and the School District representative to find a mutually agreeable time with the family. If the school district is unable to attend the Transition Conference it will be held regardless.
- 5.4 In the event the School District and parent(s) have agreed to combine the Transition Conference and the Disposition of Referral meeting, the ESS Service Coordinator may provide the School District with the Referral at the Transition Conference.

**Policy 6.0: With parental permission, ESS will initiate a Referral to the appropriate School District.**

**Procedures**

- 6.1 Following the Transition Conference and no later than 90 days before a child turns 3 (unless it is a late referral to ESS, parents have chosen not to Refer or requests an early Referral), the ESS Service Coordinator, with parental permission, will send a Referral, as warranted, to the appropriate School District. The Referral Form is form E in Section IV.
- 6.2 In addition to the Referral letter, the ESS Service Coordinator will include the current IFSP, most recent evaluation, and a Developmental Transition Summary form.
- 6.3 If the family has not heard from the School District within ten days of sending the Referral, either the family or ESS Service Coordinator (at the family's request) should make a courtesy contact to the district regarding the status of the Referral.

**Note: If a School District receives a Referral from ESS and is not able to access the child in NHSEIS (NHSEIS information should already have been transferred- see procedure 4.2), they should contact Nancy Lucci at Gateways Community Services. See Contact List for contact information.**

**Policy 7.0: The appropriate School District will 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, the School District will send a letter to the family acknowledging the receipt of the Referral and send a copy to the ESS Service Coordinator.
- 7.2 Within 15 calendar days from receiving a Referral from an ESS Service Coordinator, regardless of the age of the child, the Preschool Special Education Coordinator or other district representative, will schedule and conduct a Disposition of Referral meeting with the family and invite the ESS Service Coordinator. Every effort will be made to schedule meetings during convenient times for ESS Service Coordinators, however, all IEP meetings will still be conducted if the ESS Service Coordinator is unable to attend to ensure meetings occur within the timelines required by the NH Rules for the Education of Children with Disabilities and IDEA 2004.
- 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. If further evaluation is needed, the School District shall obtain parents' written permission to conduct the evaluation. From the date that a parent gives written permission, the school district has 45 calendar days to complete the evaluations and hold a meeting to determine eligibility. Parents may agree to one extension of 15 calendar days.
  - The role of the ESS Service Coordinator in the Disposition of Referral meeting is to provide information regarding the child's current developmental and functional abilities and support the family, as appropriate.
- 7.4 The IEP team may determine that, based on the age of the child at the time of Referral, the IEP team should reconvene at a date closer to the child's third birthday, but not less than 90 days before the third birthday, to determine what, if any, evaluations are necessary.
- 7.5 As part of the Disposition of Referral process, parents will be provided with the Procedural Safeguards handbook and other materials regarding their rights and responsibilities in the Special Education Process.
- 7.6 The NH Rules for the Education of Children with Disabilities requires a school district to act upon a Referral regardless of its source and age of the child. Therefore, a School District may require a registration packet be completed by the family, however, failure to complete the packet cannot be used to defer the timelines for Disposition of Referral or evaluation.
- 7.7 Whenever appropriate, meetings can be combined, such as the Disposition of Referral and the Transition Conference. See Policy 13.

**Policy 8.0: Based upon the outcome of the Disposition, the IEP team will schedule/conduct evaluations and IEP meetings to determine eligibility and, as appropriate, document services through the IEP and determine placement.**

**Procedures**

- 8.1 The school district will invite ESS Service Coordinators to all IEP team meetings to assist with a smooth transition, unless a parent requests otherwise. Every effort will be made to schedule meetings during convenient times for ESS Service Coordinators, however, all IEP meetings will still be conducted if the ESS Service Coordinator is unable to attend to ensure meetings occur within the timelines required by the NH Rules for the Education of Children with Disabilities and IDEA 2004.
- 8.2 The role of the ESS Service Coordinator in any special education / IEP Team meeting is to provide information regarding the child's current developmental and functional abilities and support the family, as appropriate.
- 8.3 Forty-five days from when a family gives written permission for evaluation, the IEP team will hold an evaluation meeting at which time evaluation results will be discussed and eligibility determined. Parents may agree in writing to one extension of 15 calendar days.
- 8.4 If eligible, the IEP team will begin writing an Individual Education Program (IEP) within 30 days from determining eligibility.
- 8.5 After determining the supports and services necessary to provide the child with a free and appropriate public education (FAPE) and documenting goals and services in the IEP, placement will be decided based on the Least Restrictive Environment (LRE).
- 8.6 The IEP team can choose to combine meeting purposes e.g., eligibility, IEP, and placement.
- 8.7 The school district will provide parents with Written Prior Notice of all proposals/refusals so that they may make informed decisions. Parents will be given the 14 calendar days to make decisions about any proposal by the IEP team.
- 8.8 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 to not be eligible as a child with a disability.
- 8.9 IDEA 2004 and the NH Rules for the Education of Children with Disabilities require that a child referred to the school district by ESS be evaluated, have eligibility determined and, if eligible, have a signed IEP in place by the child's third birthday. This right and requirement supersedes all other time lines including the 45 calendar day evaluation time line (and single 15 day extension) and 30 days to begin development of the IEP timeline.

**Policy 9.0: Implementation: A signed IEP will be in place by the 3<sup>rd</sup> birthday.**

**Procedures**

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

**Policy 10.0: Procedures for summer birthdays.**

**Procedures**

- 10.1 Regardless of when a child turns three, per state and federal law, an IEP must be agreed on with date to begin the provision of special education and related services, by both the LEA and parent by the child's third birthday. 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.

**Policy 11.0: Process for referrals to Early Supports and Services after a child is 30 months of age.**

**Procedures**

- 11.1 When a child who is 30 months of age or older is referred to ESS, the transition process will be explained to the family as part of the initial intake process by the Intake Coordinator at Gateways Community Services. The Intake Coordinator will secure parental consent to share information with the appropriate School District.
- 11.2 If child is referred to ESS at 34 months or older, following a conversation with the Intake Coordinator, the parent will decide whether a Referral should be made to the School District immediately.
- 11.3 The family will be assigned an ESS vendor program who will then discuss the transition process and the involvement of the local School District in the evaluation process. With parental consent, the School District will be invited to participate in the evaluation.
- 11.4 If the child is found eligible for ESS, a transition plan will be completed with the family and attached to the initial IFSP. With parental consent, a Referral will be made to the School District.
- 11.5 For a child between 30-33 months referred to ESS and found eligible, a Transition Conference will be initiated and conducted in accordance with policies 4.0 and 5.0.
- 11.6 Whenever appropriate, meetings can be combined, such as the Disposition of Referral and Transition Conference. See Policy 13.0.

**Policy 12.0: Follow up to determine the success of transitions.**

12. 1 Representatives from the local School Districts, ESS Programs and Gateways Community Services will convene annually to review, make changes as necessary, and renew this Interagency Agreement.

## **Policy 13: Procedures for the combination of Transition Conference and Disposition of Referral Meeting.**

### **Procedures**

- 13.1 Per Procedure 7.6, meetings, such as the Transition Conference and the Disposition of Referral 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 days advance notice.
  - all IEP team members required by the NH Rules for the Education of Children with Disabilities and HeM 501 are in attendance
- 13.2 In the event a School District wishes to combine meetings, they shall inform the ESS Service Coordinator of this intent at the time they are scheduling the Transition Conference.
- 13.3 If no documentation or information has been shared, the School District shall inform the ESS Service Coordinator of what documentation or information they need in order to effectively hold a Disposition of Referral meeting. With parental permission, ESS shall make a good faith effort to send the information to the school district at least two weeks prior to the meeting date.
- 13.4 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.
- 13.5 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.
- 13.6 Regardless of whether the family gives permission to hold a combined Disposition of Referral meeting and a Transition Conference, the Transition Conference shall be held at the date and time agreed upon.
- 13.7 In the event that the Transition Conference and the 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.
- 13.8 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.

- 13.9 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 will be given 14 calendar days to make decisions regarding any proposal by the IEP team.

## **Policy 14: Procedures for addressing concerns**

### **Procedures**

- 14.1 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.
- 14.2 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 should 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 should discuss their concerns directly with the person or persons involved and should have documentation of their concerns.
- 14.3 Should the issue continue beyond the initial conversation, the supervisor of the party involved should be contacted. See Contact List on page 5.

## ***Section IV – Forms and Attachments***

**Form A - Transition Conference Invite**

**(ESS PROVIDER/VENDOR LETTERHEAD)**

Date:

TO: (Preschool Special Education Coordinator/Director)

This is an invitation to attend a Transition Conference for \_\_\_\_\_  
(DOB)\_\_\_\_\_. \_\_\_\_\_, the  
parent(s)/guardian(s) of \_\_\_\_\_ and \_\_\_\_\_, their Early  
Supports and Services Coordinator, invite you to meet their family and observe a home visit  
prior to \_\_\_\_\_'s transition from Early Supports and Services. I will call you before  
(date)\_\_\_\_\_ to arrange a time to meet.

While this is not a formal referral for preschool special education services, the goal of this meeting is for all parties to get to know each other, and begin building a positive working relationship that will facilitate the transition process. ESS regulations require that a transition conference occur no later than 90 days before a child's third birthday regardless of whether or not a school district is able to attend. Therefore, in order to meet our requirements, this meeting needs to be held by \_\_\_\_\_.

Home visits are regularly scheduled for the following days and times:  
\_\_\_\_\_. We could schedule this meeting at this time or set up a separate meeting at a mutually convenient time and location. I am looking forward to working together with you.

Sincerely,

\_\_\_\_\_  
Service Coordinator and Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

cc:

**Form B – Notice of Transition Conference**

(ESS Provider/Vendor Letterhead)

**Notice of Transition Conference**

Date: \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent(s)/Guardian(s) Name \_\_\_\_\_

Address Parent(s)/Guardian(s) \_\_\_\_\_

\_\_\_\_\_

This letter is to confirm that a transition conference has been scheduled

for \_\_\_\_\_ (Child's Name) \_\_\_\_\_ on \_\_\_\_\_ Date \_\_\_\_\_

at \_\_\_\_\_ Location and Address \_\_\_\_\_.

It is expected that the following people will be attending:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, please contact me.

Sincerely,

Service Coordinator Name  
Phone Number  
E-mail Address

Date

**Form C - Referral Form**

**(ESS PROVIDER/VENDOR LETTER HEAD)**

TO: (Preschool Special Education Coordinator/Director)

**Please consider this a formal referral for special education services.**

Today's date:

School District:

Child's Name:

Date of Birth:

Parent(s)/Guardian(s) Name:

Home Phone:

Address:

ESS Provider:

ESS provider phone number:

Interpreter required? If so, what language?

Areas of Concern:

Present ESS Services:

I give permission for my child's Early Supports and Services Program to refer my child to his/her school district. Attached you will find the following relevant information (checked below) as I give the Early Supports and Services Provider authority to share this information with the local school district prior to my child's third birthday.

Developmental Transition Summary (includes Progress Update and age ranges)

IFSP with updates

Most recent ESS Evaluations

Other pertinent information/services:

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\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

cc:

# Form D - Developmental Transition Summary

Date: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s)/Guardian(s) Name \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Evaluations Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluators: \_\_\_\_\_

Specialists and Other Providers:

--

	Areas of Concern and Present Age Level (in months) if known	Comments
Speech		
Expressive		
Receptive		
Hearing		
Vision		
Cognitive		
Social/Emotional		
Motor		
Gross		
Fine		
Self-Help		
Sensory Integration		
Strengths		

Service Coordinator \_\_\_\_\_ Phone Number \_\_\_\_\_  
 E-mail \_\_\_\_\_