

**Area Agency Region 8  
Interagency Agreement  
For Early Childhood Transitions**

October 6, 2009  
Revised January, 2012

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**Area Agency 8  
Interagency Agreement  
For Early Childhood Transitions**

**Section I - Overview**

**A. Introduction**

This Interagency Agreement is entered into by One Sky Community Services, whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its vendor programs Richie McFarland Children's Center, Child and Family Services and any other vendor program One Sky Community Services employs, and the Fremont School District, Brentwood School District, East Kingston School District, Exeter School District, Kensington School District, Newfields School District, Stratham School District, Deerfield School District, Epping School District, Greenland School District, Hampton School District, Hampton Falls School District, Kingston School District, New Castle School District, Newington School District, Newmarket School District, North Hampton School District, Northwood School District, Nottingham School District, Portsmouth School District, Raymond School District, Rye School District, Seabrook School District and South Hampton School District.

**B. Purpose**

We, the providers of services for young children with disabilities and their families in the Greater Portsmouth 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 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 to help facilitate the established process.

**C. Scope**

This agreement shall be effective January 2012 to January 2015 and reviewed annually in the spring by representatives from One Sky Community Services, whose responsibility it is to oversee and administer Family Centered Early Supports and Services, its vendor programs Richie McFarland Children's Center, Child and Family Services and any other vendor program the One Sky Community Services employs, and the Fremont School District, Brentwood School District, East Kingston School District, Exeter School District, Kensington School District, Newfields School District, Stratham School District, Deerfield School District, Epping School District, Greenland School District, Hampton School District, Hampton Falls School District, Kingston School District, New Castle School District, Newington School District, Newmarket School District, North Hampton School District, Northwood School District, Nottingham School District, Portsmouth School District, Raymond School District, Rye School District, Seabrook School District and South Hampton School District.

**D. Participants**

This agreement and procedures have been developed and/or agreed to by the following:

<b>Representative</b>	<b>Agency/Districts</b>	<b>Contact Information</b>
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**See Contact Information and Signatures**

## Section II – Transition Timeframe

<p>No later than 22 months of age</p>	<ul style="list-style-type: none"> <li>• ESS Service Coordinator explains Notification and gives family Understanding ESS Notification brochure</li> <li>• Notification/Opt out form signed               <ul style="list-style-type: none"> <li>➤ Route Notification to Area Agency</li> </ul> </li> <li>• <b>At Intake for children referred to ESS at 22 months or older:</b> <ul style="list-style-type: none"> <li>○ Notification explained and Understanding ESS Notification brochure given</li> <li>○ Notification Opt-out form given</li> </ul> </li> </ul>
<p>No later than 24 Months</p>	<ul style="list-style-type: none"> <li>• ESS Service Coordinator completes and includes in IFSP for <b>ALL</b> children a written Transition Plan</li> <li>• ESS Service Coordinator gives Transition booklet to family</li> <li>• <b>At IFSP for children referred 24 months or older:</b> <ul style="list-style-type: none"> <li>○ Written Transition Plan completed within one month of being determined eligible</li> </ul> </li> </ul>
<p>30 Months</p>	<ul style="list-style-type: none"> <li>• ESS Service Coordinator sends Transition Conference Letter to Preschool contact person with the date, time and place for the Transition Conference, date by which it must be held in order to meet regulations and the contact information of the ESS Service Coordinator</li> <li>• Preschool contact will confirm date for Transition Conference with ESS Service Coordinator</li> </ul>
<p>30 Months <b>(But NO later than 33<sup>rd</sup> month birthday)</b></p>	<ul style="list-style-type: none"> <li>• ESS facilitates the Transition Conference which includes:               <ul style="list-style-type: none"> <li>○ A discussion/determination about whether the child is potentially eligible for special education</li> <li>○ Transition Conference Notes completed and one copy given to parents, one given/sent to school</li> <li>○ A discussion of potential special education process meeting dates</li> </ul> </li> <li>• ESS brings Referral form to Transition Conference in case family decides to Refer the day of the Transition Conference</li> </ul>
<p><b>At or immediately following the Transition Conference</b> (But no later than 32 months of age)</p>	<ul style="list-style-type: none"> <li>• With written parental consent, ESS Service Coordinator sends written Referral, most recent IFSP, most recent evaluation (draft or final form) and other pertinent information. A copy of the Referral will also be provided to the parent.</li> <li>• ESS Programs notify the Area Agency so that they may allow access to child's electronic data record</li> </ul>
<p>Within 15 days after school receives Referral</p>	<ul style="list-style-type: none"> <li>• School personnel will schedule and conduct a Disposition of Referral meeting with the IEP Team and may invite the ESS Service Coordinator (unless a family requests otherwise). At the Disposition of Referral meeting the IEP Team will:               <ul style="list-style-type: none"> <li>○ Review the Referral, evaluation report and services to date</li> <li>○ Determine timeline regarding evaluations needed</li> <li>○ Schedule potential meetings</li> <li>○ Discuss program options (i.e. possible classroom visitation)</li> </ul> </li> </ul>

32 months or older	<ul style="list-style-type: none"> <li>• <b>For child found referred to ESS at 32 months or older –</b> <ul style="list-style-type: none"> <li>○ Transition process explained to family as part of initial intake process</li> <li>○ Authorization for Release of Information signed by parents at intake, including permission to make a Referral</li> <li>○ If appropriate and with parental consent, school district invited to initial evaluation</li> </ul> </li> <li>• <b>For child found eligible for ESS at 32 months or older</b> <ul style="list-style-type: none"> <li>○ Transition Plan completed</li> <li>○ Formal Referral completed and sent, if appropriate</li> </ul> </li> </ul>
36 months	<ul style="list-style-type: none"> <li>• Child will have a signed IEP in place on or before their third birthday</li> </ul>

**Section III –Protocols and Procedures for Transitions from Family-Centered Early Supports and Services vendor programs of One Sky Community Services to Preschool Special Education Programs in Region 8**

**Protocol 1: One Sky Community Services, the ESS Vendor Programs and School Districts shall comply with Child Find Notification and Child Find requirements.**

**Procedures**

- 1.1 One Sky 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 Bureau of Developmental Services.
- 1.2 The ESS Service Coordinator shall explain Notification and the Opt-Out policy to the parents of children who are found eligible and are enrolled in ESS, who are approaching their 22 month birthday or who were found eligible and are enrolled in ESS after their 22 month birthday. This explanation will be provided to parents prior to One Sky Community Services distributing Notification information to the School Districts. Families shall be provided with a copy of *Understanding ESS Notification to Local School Districts for Child Find* brochure. Families will have 30 days to decide 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 (NHSEIS).
- 1.3 Unless a family Opts-Out, One Sky Community Services shall transmit written Notification to the Special Education Director of the local School District, and/or this Director’s designee. Notification will be sent by mail monthly, at the beginning of each month. The monthly report containing this information shall include all the children actively enrolled in ESS whose 24-month birthday occurs during the month of Notification. (For example, a report dated September 1 shall include those children who will have their second birthday during September.) 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 This Notification list shall also include children older than 24 months who became newly eligible and enrolled in ESS in the previous month as well as the number of families, if any, who have chosen to Opt-Out.

- 1.5 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.
- 1.6 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 annually inform the ESS programs of how they are responding to Notification so that they may better inform families.
- 1.8 School Districts shall notify One Sky Community Services of whom, in addition to or in place of the Special Education Director, is a designee to receive Notification information. This shall be documented in writing.

**Protocol 2: The ESS programs 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 referral to 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
  - Timelines for referral to preschool special education and/or other community options
  - The transition planning meeting shall be documented
  
- 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 contact the appropriate School District to schedule the Transition Conference**

**Procedures**

- 3.1 With written parental consent, a Transition Conference Letter to School District (Form 1 Section IV) shall be sent to the School District Preschool Contact by the ESS Coordinator when the child is 30 months of age, or earlier at parent's request.
  - The invitation shall include
    - Date, time and place of the Transition Conference
    - Date by which the conference must be held to meet state and federal regulations
    - ESS Service Coordinator's contact information
- 3.2 When circumstances warrant (such as a child who is determined eligible for ESS after 32 months of age or at the parent's request) and the parent agrees, the Transition Conference Invitation and the Referral may be sent to the appropriate Preschool Contact simultaneously. See Protocol 11.
- 3.3 The School District Preschool Special Education contact shall follow-up with a phone call or e-mail to confirm their attendance at the Transition Conference or attempt to reschedule the Transition Conference. The ESS Service Coordinator shall attempt to find a mutually agreeable time and location for all involved. 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.
- 3.4 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.
  - A parent may refuse permission to hold a Transition Conference.

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

### **Procedures**

- 4.1 The School District shall send a representative to the Transition Conference as required by IDEA 2004—20 U.S.C. 1412 (a) (9)—and the NH Rules—ED 1105.04 (d) & 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
  - The School District representative shall
    - 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
    - share information about the special education process as well as individualized program options from the time the child is three until the end of the school year
  - The IFSP Team shall discuss and determine whether the child is potentially eligible for special education
  - The ESS Service Coordinator shall
    - document the Transition Conference and provide the School District with a copy (Form 2 Section IV)
    - update the Transition Plan
- 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.
- 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 11
- 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.

**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 to the appropriate School District Preschool Special Education Contact immediately following the Transition Conference (Form 3 Section IV). Unless a parent does not give written consent, Referrals shall be made no later than 32 months of age to allow the school district sufficient time to complete evaluations, determine eligibility, and have an IEP signed by the child's third birthday (if the child is eligible). A copy of the Referral shall also be provided to the parent.
- 5.2 In addition to the Referral and with written parental consent, ESS shall send a copy of:
  - Most recent IFSP
  - Most recent ESS evaluations (in draft form or final report with signatures)
  - Other pertinent information regarding current developmental progress, including periodic review or updates
- 5.3 When circumstances warrant (such as a child who is determined eligible for ESS after 32 months of age or at the parent's request) and parents have given written consent, the Transition Conference Invitation and the Referral may be sent to the appropriate Preschool Contact simultaneously. See Protocol 11.
- 5.4 At the time a Referral is transmitted to the School District, OneSky Community Services shall allow the School District access to the child's electronic record.

**Protocol 6: The School District shall schedule/convene the IEP team and conduct the Disposition of Referral process**

**Procedures**

- 6.1 Upon receiving a Referral from ESS, regardless of the child's age, the School District Preschool Contact shall contact the family acknowledging the receipt of the Referral.
- 6.2 Within 15 calendar days from receiving a Referral from an ESS Service Coordinator, regardless of the age of the child, the School District shall schedule and convene the IEP Team, which includes the family, and conduct a Disposition of Referral meeting. The School District may invite the ESS Service Coordinator.
- 6.3 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.
- 6.4 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.
- 6.5 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. See Protocol 11.
- 6.6 The IEP team, which includes the family, shall discuss and decide if and how assessments administered by ESS will be used and if further evaluation is necessary to determine eligibility.
- 6.7 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. 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 7: Based upon the outcome of the Disposition of Referral, the School District shall schedule/conduct evaluations, as appropriate, and convene the IEP Team to determine eligibility for special education services, document services through the IEP and determine placement**

### **Procedures**

- 7.1 The School District shall invite the parents via written meeting notification to all IEP Team meetings and may notify the ESS Service Coordinator to assist with a smooth transition. 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.
- 7.2 The School District shall complete the evaluation, if appropriate, and convene the IEP Team, which includes the parents, within 45 days from receipt of parent's written consent for evaluation, to discuss evaluation results and determine eligibility, as required by the NH Rules for the Education of Children with Disabilities.
- 7.3 If the IEP Team, which includes the parents, determines the child is eligible for special education services, the IEP Team shall meet within 30 days from determining eligibility to develop an Individualized Education Program (IEP).
- 7.4 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).
- 7.5 The IEP team, which includes parents, may 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.
- 7.6 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.
- 7.7 IDEA 2004 and the NH Rules for the Education of Children with Disabilities require that a child transitioning from 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 develop the IEP.
- 7.8 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 not eligible as a child with a disability.

**Protocol 8: Implementation: A signed IEP shall be in place by the child's 3<sup>rd</sup> birthday**

**Procedures**

- 8.1 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.
  
- 8.2 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 9: Procedures for addressing transition related activities during the summer months, including children whose third birthday will occur during the summer months**

### **Procedures**

- 9.1 Children whose third birthday occurs during the summer months are entitled to a free appropriate public education (FAPE) on their third birthday. Regardless of when a child's third birthday is, in accordance with the NH Rules for the Education of Children with Disabilities and Part B of the IDEA 2004, 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.
- 9.2 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.
- 9.3 ESS, with agreement from the family, shall work with the School District Preschool Contact and the family to create a timeframe for the Transition Conference that, in accordance with the timelines set forth in this agreement, would typically occur during the summer months and shall send a copy of a Referral to the Special Education Director. In this circumstance, ESS shall work with the School District Preschool contact to provide the district with updated information within the timelines outlined in this agreement.

## **Protocol 10: Procedures for children who are initially referred to ESS after 32 months of age**

### **Procedures**

- 10.1 The School District and ESS shall work collaboratively to create a plan for the necessary steps to ensure that a child who is initially referred to ESS when they are 32 months or older, has an IEP in place by the child's third birthday.
- 10.2 When a child who is 32 months of age or older is referred to ESS, the transition process shall be explained to the family as part of the initial intake process by the Intake Coordinator at the ESS Program. If appropriate, the Intake Coordinator shall ask for written parent consent to share information with the appropriate School District. The parent may be asked for written consent to make a Referral to the School District.
- 10.3 If appropriate, and with written parental consent, the ESS Service Coordinator shall invite the School District to participate in the initial evaluation by ESS.
- 10.4 Upon determination of eligibility for ESS, the ESS Service Coordinator shall discuss the transition process with the family and develop a written transition plan. The written transition plan becomes a part of the initial IFSP.
- 10.5 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.
- 10.6 The ESS Service Coordinator shall facilitate the Transition Conference in accordance with Protocol 4.
- 10.7 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.
- 10.8 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 11.

**Protocol 11: Procedures for the combination of the Transition Conference and Disposition of Referral meetings if a parent chooses to make a referral prior to, or during, the Transition Conference**

**Procedures**

- 11.1 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 day advance notice.
  - all IEP Team members required by the NH Rules for the Education of Children with Disabilities and HeM 510 are in attendance
- 11.2 In the event a School District and parent wishes to combine meetings, 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.
- 11.3 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 consent, ESS shall make a good faith effort to send the information to the School District at least two weeks prior to the meeting date. If information/documentation is not shared prior to the meeting, it shall be mailed following the Referral.
- 11.4 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.
- 11.5 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.
- 11.6 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.
- 11.7 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.

- 11.8 As required by the NH Rules for the Education of Children with Disabilities, written parental consent 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 consent 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.
- 11.9 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.

## **Protocol 12: Procedures for addressing concerns**

### **Procedures**

- 12.1 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.
- 12.2 When one party is concerned that the other is not following through with their responsibilities in good faith as outlined 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 consent 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.
- 12.3 Should the issue continue beyond the initial conversation, the administrator of the party involved shall be contacted. See Contact List.

### **Protocol 13: Procedure for review of the Interagency Agreement**

- 13.1 Representatives from One Sky Community Services, its vendor programs Richie McFarland Children’s Center, Child and Family Services and any other vendor program they employ, and the Fremont School District, Brentwood School District, East Kingston School District, Exeter School District, Kensington School District, Newfields School District, Stratham School District, Deerfield School District, Epping School District, Greenland School District, Hampton School District, Hampton Falls School District, Kingston School District, New Castle School District, Newington School District, Newmarket School District, North Hampton School District, Northwood School District, Nottingham School District, Portsmouth School District, Raymond School District, Rye School District, Seabrook School District and South Hampton School District shall convene each spring to review Contact Information, verify its accuracy, update Notification procedures, make changes, as necessary, and renew this transition agreement.

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

Sample- Transition Conference Invitation

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

To: \_\_\_\_\_  
(Preschool Special Education Coordinator/Director)

This is an invitation to attend a Transition Conference for \_\_\_\_\_,  
(DOB: \_\_\_\_\_). \_\_\_\_\_,  
the parent(s)/guardian(s) and \_\_\_\_\_, their Early Supports  
and Services Coordinator, invite you to meet their family, observe a home visit, and discuss the  
transition process prior to \_\_\_\_\_'s third birthday. Their address and  
phone number is: \_\_\_\_\_.

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 at least 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 before \_\_\_\_\_.

We are scheduling the transition conference at our regularly scheduled home visit time on  
\_\_\_\_\_ at \_\_\_\_\_. Please contact me to confirm your attendance  
and/or to change the date. I am looking forward to working with you. The best time to call me  
is \_\_\_\_\_.

Telephone: \_\_\_\_\_ E mail: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Service Coordinator

cc:

SAMPLE- TRANSITION CONFERENCE NOTES

Child: \_\_\_\_\_ DOB: \_\_\_\_\_

Service Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Present

Representing

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Decision(s)/Plan:

I participated in the decision making process and agree with the plan we have developed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Sample – Referral for Special Education Services

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): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
ESS Provider: \_\_\_\_\_ ESS Provider Phone: \_\_\_\_\_  
Interpreter required? If so, what language?  
Areas of Concern that may have an educational impact:

Current 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: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

cc:

## ***Section V- Contact Information and Signatures***

## CONTACT INFORMATION

### Early Supports and Services Contact List

#### Area Agency Contact Information

REFERRAL CONTACT	NOTIFICATION CONTACT	NHSEIS CONTACT	ADMINISTRATION
One Sky Community Services 755 Banfield Road, Ste 3 Portsmouth NH 03801 603-436-6111 1 800-660-4103 FAX 603-436-4622	Shannon Smith One Sky Community Services 755 Banfield Road, Ste 3 Portsmouth NH 03801 603-436-6111, ext. 134 1 800-660-4103 Fax 603-436-4622 <a href="mailto:s.smith@oneskyservices.org">s.smith@oneskyservices.org</a>	Shannon Smith One Sky Community Services 755 Banfield Road, Ste 3 Portsmouth NH 03801 603-436-6111, ext. 134 1 800-660-4103 Fax 603-436-4622 <a href="mailto:s.smith@oneskyservices.org">s.smith@oneskyservices.org</a>	Lenore Sciuto One Sky Community Services 755 Banfield Road, Ste 3 Portsmouth NH 03801 603-436-6111 ext 107 1 800-660-4103 Fax 603-436-4622 <a href="mailto:l.sciuto@oneskyservices.org">l.sciuto@oneskyservices.org</a>

#### Early Supports and Services Program

PROGRAM NAME	DIRECTOR	ADMINISTRATION
Child and Family Services	Melissa Tarmey ESS Manager 9 Hampton Road Exeter, NH 03833 603-518-4212 Fax: 772-3787 <a href="mailto:TarmeyM@cfsnh.org">TarmeyM@cfsnh.org</a>	JoAnn Cobb Director 9 Hampton Road Exeter, NH 03833 603-518-4141 <a href="mailto:cobj@cfnsnh.org">cobj@cfnsnh.org</a>
Richie McFarland Children's Center	Sue Ford Intake/Enrollment Coordinator 11 Sandy Point Road Stratham, NH 03885 603-658-6235 Fax 603-778-0388 <a href="mailto:sford@richiemcfarland.org">sford@richiemcfarland.org</a>	Peggy Small-Porter Executive Director 11 Sandy Point Road Stratham, NH 03885 603-778-8193 Fax 603-778-0388 <a href="mailto:psmallporter@richiemcfarland.org">psmallporter@richiemcfarland.org</a>

**School District Contact List**  
**\*- Summer Contact**

SAU	TOWN	REFERRAL CONTACT	PRESCHOOL CONTACT	SPECIAL EDUCATION ADMINISTRATION
53	Deerfield	Sheri Stanley 66 North Road Deerfield, NH 03037 603-463-7442 ext 497 <a href="mailto:sstanley@sau53.org">sstanley@sau53.org</a>	Sheri Stanley 66 North Road Deerfield, NH 03037 603-463-7442 ext 497 <a href="mailto:sstanley@sau53.org">sstanley@sau53.org</a>	* Deb Trottier Director of Special Education Pre K - 8 66 North Road Deerfield, NH 03037 603-463-7442 ext 321 <a href="mailto:dtrottier@sau53.org">dtrottier@sau53.org</a>
83	Fremont	* Brigid Connelly 432 Main Street Fremont, NH 03844 603-895-2511 <a href="mailto:bconnelly@sau83.org">bconnelly@sau83.org</a>	Brigid Connelly 432 Main Street Fremont, NH 03844 603-895-2511 <a href="mailto:bconnelly@sau83.org">bconnelly@sau83.org</a>	Sarah Krebs Special Education Director 5 Hall Road Suite1 Fremont, NH 03844 603-895-2511 <a href="mailto:skrebs@sau83.org">skrebs@sau83.org</a>
16	Brentwood East Kingston Exeter Kensington Newfields Stratham	Jaci Jones Family Liaison 30 Linden Street Exeter, NH 03833 603-775-8644 <a href="mailto:jajones@sau16.org">jajones@sau16.org</a>	Jaci Jones Family Liaison 30 Linden Street Exeter, NH 03833 603-775-8644 <a href="mailto:jajones@sau16.org">jajones@sau16.org</a>	Carol Andre Special Education Director 30 Linden Street Tuck Learning Campus Exeter, NH 03833 603-775-8645 <a href="mailto:candre@sau16.org">candre@sau16.org</a>
52	Portsmouth	*Beth Setear Preschool/Elementary Special Education Coordinator PEEP 100 Campus Drive Portsmouth, NH 603-422-8229 Fax 603-775-8643 <a href="mailto:bsetear@communitycampus.org">bsetear@communitycampus.org</a>	Beth Setear Preschool/Elementary Special Education Coordinator PEEP 100 Campus Drive Portsmouth, NH 603-422-8229 Fax 603-775-8643 <a href="mailto:bsetear@communitycampus.org">bsetear@communitycampus.org</a>	Joanne Simons Director of Pupil Support and Instruction Portsmouth School Dept. 50 Clough Drive Portsmouth, NH 603-431-5080 Fax 603-775-8643 <a href="mailto:jsimonds@portsmouth.k12.nh.us">jsimonds@portsmouth.k12.nh.us</a>
31	Newmarket	Julie Cooper Preschool Coordinator Newmarket Elementary School 243 South Main Street Newmarket, NH 03857 603-292-7951 Fax 603-659-4716 <a href="mailto:cooperj@newmarket.k12.nh.us">cooperj@newmarket.k12.nh.us</a>	Julie Cooper Preschool Coordinator Newmarket Elementary School 243 South Main Street Newmarket, NH 03857 603-292-7951 Fax 603-659-4716 <a href="mailto:cooperj@newmarket.k12.nh.us">cooperj@newmarket.k12.nh.us</a>	Jean Parsons Special Education Director 186A North Main Street Newmarket, NH 603-659-5020 <a href="mailto:parsonsj@newmarket.k12.nh.us">parsonsj@newmarket.k12.nh.us</a>

14	Epping	Katie Buchanan 213 Main Street Epping, NH 03042 603-679-8003 ext 107 <a href="mailto:kbuchanan@sau14.org">kbuchanan@sau14.org</a>	Katie Buchanan 213 Main Street Epping, NH 03042 603-679-8003 ext 107 <a href="mailto:kbuchanan@sau14.org">kbuchanan@sau14.org</a>	* Catherine Zylinski Director of Special Services 213 Main Street Epping, NH 03042 603-679-8003 ext 103 <a href="mailto:czylinkski@sau14.org">czylinkski@sau14.org</a>
17	Kingston Newton	Robin Baker Bakie School 179 Main Street Kingston, NH 03833 603-642-5272 <a href="mailto:rbaker@sau17.org">rbaker@sau17.org</a>	Robin Baker Bakie School 179 Main Street Kingston, NH 03833 603-642-5272 <a href="mailto:rbaker@sau17.org">rbaker@sau17.org</a>	Jennifer Pomykato Director of Student Services Sanborn Regional Cooperative 178 Main Street Kingston, NH 03848 603-642-3688 <a href="mailto:jpomykato@sau17.org">jpomykato@sau17.org</a>
44	Northwood Nottingham Stafford	Liza Hewitt Strafford Learning Center 317 Main Street Somersworth, NH 03878 603-692-4411 ext 40 Fax 603-692-6717 <a href="mailto:liza@slc.k12.nh.us">liza@slc.k12.nh.us</a> * 603-674-4000	Liza Hewitt Strafford Learning Center 317 Main Street Somersworth, NH 03878 603-692-4411 ext 40 Fax 603-692-6717 <a href="mailto:liza@slc.k12.nh.us">liza@slc.k12.nh.us</a>	Anne Kebler Director of Special Education SAU 44 Greenbriar Building Northwood, NH 03261 603-942-1290 <a href="mailto:akebler@nhsau44.org">akebler@nhsau44.org</a>
50	Greenland Rye Newington Newcastle	Denise Monroe 70 Post Road Greenland Central School Greenland, NH 03840 603-431-6723 <a href="mailto:dmonroe@sau50.org">dmonroe@sau50.org</a>	Denise Monroe 70 Post Road Greenland Central School Greenland, NH 03840 603-431-6723 <a href="mailto:dmonroe@sau50.org">dmonroe@sau50.org</a>	* Melissa Camire Special Education Director 48 Post Road Greenland, NH 03840 603-422-9572 <a href="mailto:mcamire@sau50.org">mcamire@sau50.org</a>
21	South Hampton			Stephanie Robinson Special Education Director Barnard School 219 South Maple Avenue South Hampton, NH 03827 603-394-7744 <a href="mailto:srobinson@sau21.org">srobinson@sau21.org</a>
21	North Hampton	* Karen Frisbee Special Education Director North Hampton Elementary School 201 Atlantic Avenue North Hampton, NH 03862 603-964-7237 <a href="mailto:kfrisbie@sau21.org">kfrisbie@sau21.org</a>	Karen Frisbee Special Education Director North Hampton Elementary School 201 Atlantic Avenue North Hampton, NH 03862 603-964-7237 <a href="mailto:kfrisbie@sau21.org">kfrisbie@sau21.org</a>	Karen Frisbee Special Education Director North Hampton Elementary School 201 Atlantic Avenue North Hampton, NH 03862 603-964-7237 <a href="mailto:kfrisbie@sau21.org">kfrisbie@sau21.org</a>

21	Seabrook	*Michael Hatfield Special Education Director Seabrook Elementary School 256 Walton Road Seabrook, NH 03874 603-474-8017 <a href="mailto:mhatfield@sau21.org">mhatfield@sau21.org</a>	Michael Hatfield Special Education Director Seabrook Elementary School 256 Walton Road Seabrook, NH 03874 603-474-8017 <a href="mailto:mhatfield@sau21.org">mhatfield@sau21.org</a>	Michael Hatfield Special Education Director Seabrook Elementary School 256 Walton Road Seabrook, NH 03874 603-474-8017 <a href="mailto:mhatfield@sau21.org">mhatfield@sau21.org</a>
21	Hampton	Heather Cronin Centre School 53 Winnacunnet Road Hampton, NH 03842 603-926-8706 Fax 603-926-1177 <a href="mailto:hcronin@sau90.org">hcronin@sau90.org</a>	Jenny Salvia Centre School 53 Winnacunnet Road Hampton, NH 03842 603-926-8706 Fax 603-926-1177 <a href="mailto:jsalvia@sau90.org">jsalvia@sau90.org</a>	* Sara Stetson Special Education Director Hampton Academy Jr. High 29 Academy Avenue Hampton, NH 03842 603-926-8788 <a href="mailto:sstetson@sau90.org">sstetson@sau90.org</a>
21	Hampton Falls			Kathy Ward Director of Special Education Lincoln Ackerman School Box 40 Hampton Falls, NH 03844 603-926-2539 <a href="mailto:kward@sau21.org">kward@sau21.org</a>
33	Raymond	Betsy Murphy Special Education Coordinator Lamprey River Elementary School 33 Old Manchester Road Raymond, NH 03077 603-895-3117 <a href="mailto:b.murphy@sau33.com">b.murphy@sau33.com</a>	Betsy Murphy Special Education Coordinator Lamprey River Elementary School 33 Old Manchester Road Raymond, NH 03077 603-895-3117 <a href="mailto:b.murphy@sau33.com">b.murphy@sau33.com</a>	* Mary Ellen Pantazis Director of Special Education SAU 33 43 Harriman Hill Road Raymond, NH 03077 603-895-4299 m.pantazis@sau33.com