

**Area Agency Region 4 - Greater Concord Area
Interagency Agreement
For Early Childhood Transitions**

Developed October 20, 2009
Revised January, 2012

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Interagency Agreement For Early Childhood Transitions

Section I - Overview

A. Introduction

This Interagency Agreement is entered into by Community Bridges, Inc., whose responsibility it is to oversee and administer Family Centered Early Supports and Services, SAU 53 (Allentown, Pembroke, Chichester, Epsom School Districts), SAU 51 (Pittsfield School District), SAU 18 (Franklin and Hill School Districts), SAU 46 (Merrimack Valley School District and Andover School District), SAU 67 (Bow School District), SAU 65 (Kearsarge School District) SAU 8 (Concord School District), SAU 80 Shaker Regional School District (Canterbury), SAU 19 (Dunbarton School District), SAU 66 (Hopkinton School District), SAU 24 (Weare and Henniker School Districts) SAU 59 (Northfield). SAU 34 (Hillsboro-Deering School District).

B. Purpose

We, the providers of services for young children with disabilities and their families in the Greater Concord 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 family's confidentiality and choices throughout the process, 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 October 30, 2009- October 30, 2012 and reviewed annually by representatives from SAU 53 (Allentown, Pembroke, Chichester, Epsom School Districts), SAU 51 (Pittsfield School District), SAU 18 (Franklin and Hill School Districts), SAU 46 (Merrimack Valley School District and Andover School District), SAU 67 (Bow School District), SAU 65 (Kearsarge School District) SAU 8 (Concord School District), SAU 80 Shaker Regional School District (Canterbury), SAU 19 (Dunbarton School District), SAU 66 (Hopkinton School District), SAU 24 (Weare and Henniker School Districts) SAU 59 (Northfield). SAU 34 (Hillsboro-Deering School District), Community Bridges Family Centered Early Supports and Services Program, and the Supporting Successful Early Childhood Transitions Project.

D. Participants

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

Representative	Agency/Districts
Ellyn Schreiber	Community Bridges
Paula Holden	SAU 53 (Allenstown, Pembroke, Chichester, Epsom School Districts)
Tobi Chasse	SAU 51 (Pittsfield School District)
Ryan Fairchild	SAU 18 (Franklin and Hill School Districts)
Marcy Kelley	SAU 18 (Franklin and Hill School Districts)
Mary Paradise	Merrimack Valley School District
Dale Daly	Merrimack Valley School District
Mary Jane Colbert	Merrimack Valley School District
Julie Gaudette	Andover School District
LeeAnn Michelin	SAU 67 (Bow School District)
Sue Gleason	SAU 65 (Kearsarge School District)
Barbara Hemingway	SAU 8 (Concord School District)
Karen Kulick	SAU 19 (Dunbarton School District)
Barbara Houldsworth	SAU 66 (Hopkinton School District)
Dr. Valerie Aubry	SAU 66 (Hopkinton School District)
Lisa Gargano	SAU 59 (Northfield)
Betsy Fowler	SAU 24 (Henniker and Weare School Districts)
Diane Lurvey	SAU 24 (Henniker and Weare School Districts)
Sarah Schlaack	SAU 34 (Hillsboro-Deering School District)
Pam Miller-Salett	PTAN (Preschool Technical Assistance Network)
Jennifer Cunha	SSECT (Supporting Successful Early Childhood Transitions)

Section II –Transition Timeframe

<p>No later than 22 months of age</p>	<ul style="list-style-type: none"> • Understanding ESS Notification brochure given • Notification/Opt out form signed <ul style="list-style-type: none"> ➤ Route Notification form for data entry • 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 ○ Notification Opt-out form signed- Notification form for data entry • 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
<p>No later than 24 Months</p>	<ul style="list-style-type: none"> • Written Transition Plan completed and included in IFSP for ALL children • Transition booklet given to family ➤ Route plan for data entry
<p>27 to 30 Months</p>	<ul style="list-style-type: none"> • ESS Service Coordinator sends Transition Conference Invitation to preschool contact person with the date, time and place for the Transition Conference • Authorization for Release of Information is signed by parents • Preschool contact will confirm date for Transition Conference with ESS Service Coordinator
<p>27 - 30 Months (But <u>NO</u> later than 33rd month birthday)</p>	<ul style="list-style-type: none"> • Transition Conference occurs in the home and includes: <ul style="list-style-type: none"> ○ A discussion/determination about whether the child is potentially eligible for special education ○ Transition Conference Notes completed and one copy given to parents, one given/sent to school and one copy filed in chart ○ Potential special education process meeting dates discussed • Bring Referral form to Transition Conference <ul style="list-style-type: none"> ➤ Route conference note for data entry
<p>At or Immediately following the Transition Conference 30 Months</p>	<ul style="list-style-type: none"> • With written parental consent, send written original copy of Referral, most recent IFSP, outcomes, and most recent evaluation. If the evaluation is incomplete, send ASAP. If evaluation is more than 6 months old, send IFSP Update/Discharge Summary at 34 months. • File copy of Referral in ESS chart <ul style="list-style-type: none"> ➤ Route School Transition Information form for data entry • 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)
<p>30 months or older</p>	<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

30 months or older	<ul style="list-style-type: none"> ○ Formal Referral completed and sent (see above) ○ Service coordinator contacts school via phone ○ File copy of Referral in chart. ○ With written parental permission, if child is determined not eligible– inform school
30 to 33 months	<ul style="list-style-type: none"> ● Complete Continuing Eligibility Request form and give to Family Support Director and Quality Assurance Coordinator ● Document date given to FS Director on Transition Plan in IFSP ● File form in chart <ul style="list-style-type: none"> ➤ Copy of Continuing eligibility request to ESS Director
34 months	<ul style="list-style-type: none"> ● If child’s most recent evaluation is older than 6 months, send Discharge Summary to school
36 months	<ul style="list-style-type: none"> ● Child has a signed IEP in place on or before their third birthday

**Protocols & Procedures for Transitions from the Family Centered Early Supports
and Services (ESS) program of Community Bridges, Inc. (Area Agency)
to School District Preschool Special Education Programs
in Area Agency Region 4 – Greater Concord Area**

**Protocol 1: The Area Agency, ESS Program and School Districts shall comply with
Child Find Notification and Child Find requirements**

Procedures

- 1.1 Community Bridges, Inc. 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 Community Bridges distributing the 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 may choose 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, Community Bridges, Inc shall transmit written notification information to the Special Education Director of the local school district, and/or this Director's designee. Notification information 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 that is beginning. (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 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 inform Community Bridges, Inc of how they are responding to Notification so that they may better inform families.
- 1.8 School Districts shall notify Community Bridges, Inc. 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 (a printed email will suffice.)

Protocol 2: The ESS program shall develop a transition plan in the Individualized Family Support Plan (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 completed within one month of determining eligibility.
- 2.2 In developing the transition plan the ESS Service Coordinator shall include a discussion of
 - All available community options (including preschool special education, continuing eligibility through the 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
- 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 initiate contact with the appropriate School District to schedule the Transition Conference

Procedures

- 3.1 With written parental consent, a Transition Conference Invitation (Form 1) shall be sent to the School District Preschool Contact by the ESS Service Coordinator when the child is between 27 and 30 months of age, and/or at parent's request.
- The invitation shall include
 - tentative date, time and place of the Transition Conference
 - date child was referred to ESS
 - full name, including middle initial
 - reason for eligibility
 - services child receives from ESS
 - date of last evaluation and the discipline of the evaluators who conducted the evaluation(s)
 - release
- 3.2 When circumstances warrant and parents agree, the Transition Conference Invitation and the Referral (See Protocol 5) may be sent to the appropriate Preschool Contact simultaneously.
- 3.3 A School District may request parental permission to combine the Transition Conference and the Disposition of Referral meeting. See Protocol 13.

Protocol 4: With parental permission, ESS shall schedule the Transition Conference

Procedures

- 4.1 The School District Preschool Contact shall follow up with the ESS Service Coordinator via phone and/or email to confirm the date of 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.

- 4.2 The Transition Conference shall occur when a child is between 27 and 30 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.

 - A parent may refuse permission to hold a transition conference.

- 4.3 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 13.

Protocol 5: The ESS Service Coordinator shall facilitate the Transition Conference.

Procedures

- 5.1 The School District shall send a representative to the Transition Conference as required by IDEA 2004 and the NH Rules for the Education of Children with Disabilities.
- 5.2 The ESS Service Coordinator facilitates the Transition Conference. At the Transition Conference:
 - The family shall share information about their child
 - The School District representative shall share information about 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
 - Transition Plan is updated including potential IEP Team meeting dates for the disposition of referral and/or evaluation, as applicable
- 5.3 Every effort shall be made by the ESS Service Coordinator to find a mutually agreeable time with the family and the School District representative 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, the meeting shall be held regardless.
- 5.4 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 13.
- 5.5 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 School District representative with the referral at the Transition Conference. See Protocol 13.
- 5.6 In the event a representative from the School District is unable to attend, the name and contact information of the school district Preschool Contact shall be provided to the parent.
- 5.7 The ESS Service Coordinator shall provide the School District representative with a copy of the Meeting Notes from the Transition Conference.

Protocol 6: With parental permission, ESS shall initiate a referral to the appropriate School District

Procedures

- 6.1 With written parental consent, The ESS Service Coordinator shall send the Referral letter to the appropriate School District Preschool Contact immediately following the Transition Conference that occurs when the child is 27 to 30 months of age, but no later than 30 months of age, unless a parent does not provide written consent. (Form 2)
- Parents may agree that a referral will be made prior to or during the Transition Conference. See Protocol 13.
- 6.2 The referral letter shall include:
- full name, including middle initial
 - NHSEIS number
 - date, city and state of birth
- 6.3 In addition to the Referral letter, ESS shall send a copy of :
- Most recent completed evaluation report
 - Current IFSP and outcomes
 - Parental Input for Referral
 - Other providers involved with the child and family that parents give permission to share information
- 6.4 Upon receipt of the Referral, the Preschool Contact shall return the bottom portion (or fax) to the ESS Service Coordinator indicating that the Referral has been received.
- 6.5 If the family has not heard from the School District Preschool Contact within ten calendar days of sending the Referral, either the family or the ESS Service Coordinator (at the family's request) may make a courtesy contact to the School District Preschool Contact regarding the status of the Referral.
- 6.6 When circumstances warrant and parents have given written consent, the Transition Conference Invitation and the Referral may be sent to the appropriate Preschool Contact simultaneously. See Protocol 5.
- 6.7 When a Referral is transmitted to a School District, the ESS Service Coordinator shall route transition information to Area Agency to so that the Area Agency may allow the School District access to the child's electronic record.

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, the School District Preschool Contact shall contact the family acknowledging the receipt of the Referral.
- 7.2 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. Unless a parent requests otherwise, the School District shall invite the ESS Service Coordinator.
- 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 consent to conduct the evaluation.
 - 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 in working with the School District through the Referral process.
- 7.4 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.
- 7.5 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.
- 7.6 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 13.

- 7.7 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 consent to conduct the evaluation.
- 7.8 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, if appropriate, 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 schedule all IEP Team meetings at mutually convenient times and places for the parent and invite them via written meeting notification. The School District shall also invite the ESS Service Coordinator (unless a parent requests other wise). The role of the ESS Service Coordinator in all IEP team meetings is to provide information regarding the child's current developmental and functional abilities and support the family in working with the School District through the Referral process.
- 8.2 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.
- 8.3 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, as required by the NH Rules for the Education of Children with Disabilities. Parents may agree, in writing, to one extension of 15 days.
- 8.4 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.
- 8.5 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).
- 8.6 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.
- 8.7 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.
- 8.8 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 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 begin development of the IEP timeline.

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

- 9.1 With parental consent, school district staff shall be invited to attend evaluations scheduled to be conducted by ESS between the time of Referral and the child's third birthday. Written information (IFSP) from these evaluations shall be shared with the school district regardless of whether the school attends the evaluation.
- 9.2 If the child's most recent evaluation is more than six months old, a Discharge Summary (Form 3) shall be sent to the School District Preschool Contact when the child is 34 months of age.

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 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 still 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 referred for ESS, the transition process shall be explained to the family as part of the initial intake process by the Intake Coordinator at the Area Agency. If appropriate, the Intake Coordinator shall ask for written parent consent to share information with the appropriate School District. The parent shall be given information about making a Referral to the School District.
- 12.2 If appropriate, and with parental consent, the ESS Service Coordinator shall invite the School District to participate in the initial evaluation by ESS.
- 12.3 Within one month or on first visit following 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 5.
- 12.6 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.
- 12.7 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 13.

Protocol 13: 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

- 13.1 Per Protocol 5.4, 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 days advance notice
 - all team members required by the NH Rules for the Education of Children with Disabilities and HeM 510 are in attendance
- 13.2 In the event a School District 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 confirming the Transition Conference.
- 13.3 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. The Service Coordinator shall contact the School District to inform them of the parent's decision. With parental permission, the ESS Service Coordinator shall bring the Referral to the meeting.
- 13.4 If a Referral is sent prior to the Transition Conference, the school district has 15 calendar days from receipt of Referral to schedule and conduct a Disposition of Referral meeting, regardless of the date of the scheduled Transition Conference and the age of the child.
- 13.5 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.
- 13.6 In the event that the Transition Conference and Disposition of Referral meeting or any other meeting in the ESS transition/special education process are combined, the school district shall ensure that all team members required under the NH Rules for the Education of Children with Disabilities are in attendance.
- 13.7 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.

- 13.8 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 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 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.
- 14.3 Should the issue continue beyond the initial conversation, the supervisor of the party involved shall be contacted. See Contact List.

Protocol 15: Procedure for review of the Interagency Agreement

- 15.1 Representatives from Community Bridges, SAU 53 (Allenstown, Pembroke, Chichester, Epsom School Districts), SAU 51 (Pittsfield School District), SAU 18 (Franklin and Hill School Districts), SAU 46 (Merrimack Valley School District and Andover School District), SAU 67 (Bow School District), SAU 65 (Kearsarge School District) SAU 8 (Concord School District), SAU 80 Shaker Regional School District (Canterbury), SAU 19 (Dunbarton School District), SAU 66 (Hopkinton School District), SAU 24 (Weare and Henniker School Districts) SAU 59 (Northfield). SAU 34 (Hillsboro-Deering School District) shall convene each fall to review, make changes as necessary, and renew this transition agreement.

Section IV – Forms and Attachments

Invitation to Attend an Early Supports and Services Initiated Transition Conference

Date:

Child's name: _____ DOB _____

Address: _____

Parent(s) name(s): _____

Phone number: _____

The parents of _____ and _____, their Early Supports and Services Coordinator would like to invite you to meet _____ and his/her family, to discuss the transition process and observe a home visit. This meeting is an opportunity for all parties to get to know each other and begin building a positive working relationship that will facilitate the transition process. Early Supports and Services is required to have this meeting by _____.

_____ was referred to our program on _____ and is receiving the following services: _____

He/She was last evaluated on _____ by _____
_____ He/She

was found eligible in the following areas: _____

We have tentatively scheduled the Transition Conference for: _____ at _____
_____. If this time does not work for you, please let me know. We hope to find a mutually convenient time before the 33 month deadline. Please call me at _____ to RSVP.

Sincerely,

Service Coordinator Name Date

Referral for Special Education

Date: _____

Child's name: _(first, middle, last name) _____ DOB _____

Address: _____

City: _____ Child's place of birth: _____ (city and state) _____

Parent(s) name(s): _____

Phone number: _____ NHESIS #: _____

Gender: _____ Race: _____ Primary Language: _____

Dear _____

This is a referral for consideration of special education eligibility for _____. Enclosed please find a release form, a copy of the IFSP, outcomes and the most recent evaluation report. If the most recent evaluation report will be over six months old at the time of transition, you will also receive a Discharge summary prior to the third birthday. Below is my input regarding the referral.

My child's strengths and needs:

Below are any public and private schools, programs, doctors, psychologists, therapists, Area Agency Family Support personnel or other professionals that are involved with my family.

Name	Title and Agency	Address/Phone

Please feel free to contact me or my ESS Service Coordinator at _____ regarding this referral. We look forward to working with you to assure a smooth transition for _____ and my family. Please detach and return the lower portion of this form to my ESS Service Coordinator so that we can best assist you in this process.

Sincerely,

Date: _____
(Parent Signature)

Date: _____
(ESS Service Coordinator Signature)

ATTN: Trista

Child's Name:

Child's Date of Birth:

I have received the referral for special education consideration regarding the above child.

Preschool Contact Name: _____ District: _____

Phone: _____ Date: _____

Additional information or contact requested:

This form may be faxed to 226-2254.

***Section V –
Signature Page and Contact Information***

CONTACT INFORMATION

Early Supports and Services Contact List

Area Agency Contact Information

REFERRAL CONTACT	NOTIFICATION CONTACT	NHSEIS CONTACT	ADMINISTRATION
Amy Martel Community Bridges 2 Whitney Road Concord, NH 03301 225-4153 ext 250	Ellyn Schreiber Community Bridges 2 Whitney Street Concord, NH 03301 225-4153 ext 278	Michelle Ramsdell Community Bridges 2 Whitney Street Concord, NH 03301 225-4153 ext 257	Ellyn Schreiber Community Bridges 2 Whitney Street Concord, NH 03301 225-4153 ext 278

Early Supports and Services Programs

PROGRAM NAME	DIRECTOR	ADMINISTRATION
Community Bridges Early Supports and Services	Ellyn Schreiber Community Bridges 2 Whitney Street Concord, NH 03301 225-4153 ext 278	Roy Gerstenberger Executive Director Community Bridges 525 Clinton Street Bow, NH 03304 603-225-4153 rgerstenberger@communitybridgesnh.org

School District Contact List

SAU	TOWN	REFERRAL CONTACT	PRESCHOOL CONTACT	ADMINISTRATION
53	Allentown	Anthony Blinn Armond R. Dupont School 10 ½ School Street Allentown, NH 03275 603-485-4474 ablinn@sau53.org	Anthony Blinn Armond R. Dupont School 10 ½ School Street Allentown, NH 03275 603-485-4474 ablinn@sau53.org	Patty Sherman Director of Special Education 267 Pembroke Street Pembroke, NH 03275 603-485-5187 psherman@sau53.org
53	Pembroke	Paula Holden Pembroke Hill School 300 Belanger Drive Pembroke, NH 03275 603-485-9000 pholden@sau53.org	Dorothy O'Rourke Pembroke Hill School 300 Belanger Drive Pembroke, NH 03275 603-485-9000 dorourke@sau53.org	Patty Sherman Director of Special Education 267 Pembroke Street Pembroke, NH 03275 603-485-5187 psherman@sau53.org

53	Chichester	Jane Heely Chichester Central School 219 Main Street Chichester, NH 03258 603-798-5651 jheely@sau53.org	Jane Heely Chichester Central School 219 Main Street Chichester, NH 03258 603-798-5651 jheely@sau53.org	Patty Willis Director of Special Education 267 Pembroke Street Pembroke, NH 03275 603-485-5187 psherman@sau53.org
53	Epsom	Tami Preve Epsom Central School 282 Black Hall Road Epsom, NH 03234 603-736-9333 tpreve@sau53.org	Tami Preve Epsom Central School 282 Black Hall Road Epsom, NH 03234 603-736-9333 tpreve@sau53.org	Patty Willis Director of Special Education 267 Pembroke Street Pembroke, NH 03275 603-485-5187 psherman@sau53.org
51	Pittsfield	Tobi Chassie Director of Student Services 34 Bow Street Pittsfield, NH 603-435-8432 tchassie@pittsfield.k12.nh.us	Susan Bradley Preschool Coordinator 34 Bow Street Pittsfield, NH 603-435-8432 sebradley1@comcast.net	Tobi Chassie Director of Student Services 34 Bow Street Pittsfield, NH 603-435-8432 tchassie@pittsfield.k12.nh.us
18	Franklin	Anne Holton Director of Special Education Franklin School District 119 Central Street Franklin, NH 603-934-3108 aholton@sau18.org	Anne Holton Director of Special Franklin School District 119 Central Street Franklin, NH 603-934-3108 aholton@sau18.org	Anne Holton Director of Special Franklin School District 119 Central Street Franklin, NH 603-934-3108 aholton@sau18.org
18	Hill	Anne Holton Director of Special Education Franklin School District 119 Central Street Franklin, NH 603-934-3108 aholton@sau18.org	Anne Holton Director of Special Education Franklin School District 119 Central Street Franklin, NH 603-934-3108 aholton@sau18.org	Anne Holton Director of Special Education Franklin School District 119 Central Street Franklin, NH 603-934-3108 aholton@sau18.org
46	Boscawen	Beverly Melanson 60 Village St. Penacook, NH 03303 753-4891 bmelanson@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us
46	Webster	Beverly Melanson 60 Village St. Penacook, NH 03303 753-4891 bmelanson@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us

46	Loudon	Beverly Melanson 60 Village St. Penacook, NH 03303 753-4891 bmelanson@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us
46	Salisbury	Beverly Melanson 60 Village St. Penacook, NH 03303 753-4891 bmelanson@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us
46	Penacook	Beverly Melanson 60 Village St. Penacook, NH 03303 753-4891 bmelanson@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us	Mary Paradise 60 Village St. Penacook, NH 03303 753-4891 mparadise@mv.k12.nh.us
46	Andover	Julie Gaudette, Asst. Principal & Director of Special Education Andover Elementary/Middle School 20 School Street Andover, NH 03216 603-735-5494 jgaudette@andover.k12.nh.us	Julie Gaudette, Asst. Principal & Director of Special Education Andover Elementary/Middle School 20 School Street Andover, NH 03216 603-735-5494 jgaudette@andover.k12.nh.us	Julie Gaudette, Asst. Principal & Director of Special Education Andover Elementary/Middle School 20 School Street Andover, NH 03216 603-735-5494 jgaudette@andover.k12.nh.us
67	Bow	Natalia Gomes Bow Elementary School 22 Bow Center Road Bow, NH 03304 603-225-3049 ngomes@bownet.org	Natalia Gomes Bow Elementary School 22 Bow Center Road Bow, NH 03304 603-225-3049 ngomes@bownet.org	Daniel Ferreira Director of Special Education SAU 67 32 White Rock Hill Road Bow, NH 03304 603-228-2210 ext 310 dferreira@bownet.org
65	Kearsarge	Sue Gleason 114 Cougar Street New London, NH 03257 603-526-8604 sgleason@kearsarge.org	Sue Gleason 114 Cougar Street New London, NH 03257 603-526-8604 sgleason@kearsarge.org	Lawrence Elliot Director of Special Education 114 Cougar Street New London, NH 03257 526-2051 ext 222 l Elliot@kearsarge.org
8	Concord	Barbara Hemingway Beaver Meadow School 40 Sewalls Falls Road Concord, NH 03301 603-225-0853 bhemi@concordnhschools.net	Barbara Hemingway Beaver Meadow School 40 Sewalls Falls Road Concord, NH 03301 603-225-0853 bhemi@concordnhschools.net	Bob Belmont Director of Student Services 16 Rumford Street Concord, NH 03301 603-225-0811 bbelmont@concordnhschools.net

19	Dunbarton	Melissa Romein Dunbarton Elementary School 20 Robert Rogers Road Dunbarton, NH 03046 603-774-3181 ext. 204 mromein@dunbarton.k12.nh.us	Melissa Romein Dunbarton Elementary School 20 Robert Rogers Road Dunbarton, NH 03046 603-774-3181 ext. 204 mromein@dunbarton.k12.nh.us	Brian Balke Director of Special Education SAU 19 11 School Street Goffstown, NH 03045 603-497-4818 bbalke@goffstown.k12.nh.us
66	Hopkinton	Barbara Houldsworth Harold Martin School 271 Main Street Hopkinton, NH 03229 603-746-3473 bhouldsworth@hopkintonschools.org	Barbara Houldsworth Harold Martin School 271 Main Street Hopkinton, NH 03229 603-746-3473 bhouldsworth@hopkintonschools.org	Dr. Valerie Aubry Director of Student Services SAU 66 204 Maple Street Hopkinton, NH 03229 603-746-5186 vaubry@hopkintonschools.org
59	Northfield	Leah Palmiter 5 Elm Street Northfield, NH 286-7080 lpalmiter@wrsdsau59.org	Leah Palmiter 5 Elm Street Northfield, NH 286-7080 lpalmiter@wrsdsau59.org	Lori Krueger Special Education Administrator 433 West Main Street Tilton, NH 03276 603- 286-4116 lkrueger@wrsdsau59.org
24	Weare	Melissa Caswell Special Education Coordinator Center Woods Elementary School 14 Center Road Weare, NH 03281 603-529-4500 melissa.caswell@sau24.org	Carol Schapira Preschool Coordinator SAU 24 41 Liberty Hill Road # 5 Henniker, NH 03242 603-428-3629 ext 35 carol.schapira@sau24.org	Diane Lurvey Special Education Director 41 Liberty Hill Road # 5 Henniker, NH 03242 603-428-3269 diane.lurvey@sau24.org
24	Henniker	Betsy Fowler Special Services Coordinator Henniker Community School 51 Western Avenue Henniker, NH 03242 603-428-3476 ext 258 betsy.fowler@sau24.org	Carol Schapira Preschool Coordinator SAU 24 41 Liberty Hill Road # 5 Henniker, NH 03242 603-428-3629 ext 35 carol.schapira@sau24.org	Diane Lurvey Special Education Director 41 Liberty Hill Road Building 5 Henniker, NH 03242 603-428-3269 diane.lurvey@sau24.org
80	Canterbury	Tonyel Mitchell-Berry Director of Student Services Shaker Regional School District 58 School Street Belmont, NH 03220 603-267-9222 tmitchell-berry@sau80.org	Cassie Prescott Belmont Elementary School 89 Gilmanton Road Belmont, NH 03220 603-267-6568 cprescott@sau80.org	Tonyel Mitchell-Berry Director of Student Services Shaker Regional School District 58 School Street Belmont, NH 03220 603-267-9222 tmitchell-berry@sau80.org

34	Hillsboro-Deering	Sarah Schlaack Preschool Coordinator Hillsboro-Deering Elementary School 4 Hillcat Drive Hillsboro, NH 03224 603-464-1110 sschlaack@hdsd.k12.nh.us	Sarah Schlaack Preschool Coordinator Hillsboro-Deering Elementary School 4 Hillcat Drive Hillsboro, NH 03224 603-464-1110 sschlaack@hdsd.k12.nh.us	Patricia Parenteau Director of Student Services Hillsboro-Deering Cooperative PO Box 2190 Hillsboro, NH 03244 603-464-4466 pparenteau@hdsd.k12.nh.us
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