

## CHILD FILE REVIEW FORM: INDICATOR 8C TRANSITION CONFERENCE (TC)

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ I-TEAMS ID: \_\_\_\_\_

Service Coordinator: \_\_\_\_\_ Region: \_\_\_\_\_ Service Providing Agency: \_\_\_\_\_

File Review Completed by: \_\_\_\_\_ File Review Date: \_\_\_\_\_

AzEIP Eligibility Date: \_\_\_\_\_ Date Child is 2.3: \_\_\_\_\_ Date Child is 2.6: \_\_\_\_\_ Date Child is 2.9: \_\_\_\_\_

TPM Date: \_\_\_\_\_ PEA Opt Out Date\*: \_\_\_\_\_ PEA Sent Date\*: \_\_\_\_\_ ADE Sent Date\*: \_\_\_\_\_ TC Date\*: \_\_\_\_\_

**\*Enter N/A if activity did not occur.**

**Indicator 8: Children and families receive timely transition activities to support the child's transition to preschool and/or other appropriate community services by the child's third birthday.**

INDICATOR 8C: TRANSITION CONFERENCE	YES	NO	ADDITIONAL INFORMATION TO SUPPORT COMPLIANCE VERIFICATION.
Did the parent agree to a Transition Conference? • If parent agreed to a transition conference, answer questions below. • If parent did not agree to a transition conference, skip remaining questions in this section and mark the box(es) of supporting documentation used to verify compliance.			Date of Decision:
Is there documentation of the 'Invitation to Participate in a Transition Conference' (GCI-1032A) being sent?			If yes, date sent:
Does the 'Date School District Invited to Transition Conference' in I-TEAMS match the date the invitation was sent?			
Is there documentation that the Transition Conference occurred within required timelines based on the child's AzEIP eligibility date?			
Does the 'Transition Conference Summary' (GCI-1033A) include actions/steps needed for transition?			
Does the Transition Conference meet the requirements of an IFSP?			
Does the Transition 'Conference Date' in I-TEAMS match the date on the 'Transition Conference Summary' (GCI-1033A)?			

**Mark the box(es) below for each type of supporting documentation used to verify compliance. At minimum, items in bold are required.**

**IFSP, including transition pages**      Service Coordinator Notes

Other

If parent agreed to a transition conference:

**Invitation to Participate in Transition Conference**      **Written Correspondence**

**Transition Conference Summary**

If needed, please use this area for additional information supporting compliance.