# AZEIP Transition Timeline

<table>
<thead>
<tr>
<th>Activities</th>
<th>Child Eligible for AZEIP Prior to 2 Years 6 Months (2.6) of Age</th>
<th>Child Eligible for AZEIP Between 2 Years 6 Months (2.6) and 2 Years 9 Months (2.9) of Age</th>
<th>Child Eligible for AZEIP Between 2 Years 9 Months (2.9) and 2 Years 10½ Months (2.10½) of Age</th>
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<tbody>
<tr>
<td>IFSP Transition Planning Meeting (TPM) - Mandatory</td>
<td>The TPM must be held by the end of the month that the child is 2.6 and may be held as early as the day the child is 2 years 3 months (2.3) of age, if all parties agree.</td>
<td>The TPM must be held at the initial IFSP meeting with the family.</td>
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<td>Public Education Agency (PEA) Notification Decision-Mandatory</td>
<td>The PEA decision must be made by the parent by the end of the TPM.</td>
<td>The PEA decision must be made by the parent by the day AzEIP eligibility is determined.</td>
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<td></td>
<td>If the parent does not opt out in writing by the end of the TPM:</td>
<td>If the parent does not opt out in writing the day AzEIP eligibility is determined:</td>
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<td></td>
<td>The Service Coordinator sends the PEA Notification/Referral form to the school district within one (1) business day following the TPM.</td>
<td>The Service Coordinator sends the PEA Notification/Referral form to the school district and ADE at <a href="mailto:C2Blnbox@azed.gov">C2Blnbox@azed.gov</a> within one (1) business day following the day AzEIP eligibility is determined, and no later than the day the child is 2.9 years of age.</td>
<td>The Service Coordinator sends the PEA Notification/Referral form to the school district and ADE at <a href="mailto:C2Blnbox@azed.gov">C2Blnbox@azed.gov</a> within one (1) business day following the day AzEIP eligibility is determined.</td>
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<td></td>
<td>The AzEIP Office notifies ADE when a PEA decision of YES and the name of the school district have been entered on the I-TEAMS Transition page.</td>
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<td></td>
<td>If the parent opts out:</td>
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<td></td>
<td>The Service Coordinator obtains the parent’s signature on the opt-out section of the PEA Notification/Referral form by the end of the TPM. The PEA Notification/Referral form is maintained in the child’s record but is not sent to the school district nor ADE.</td>
<td>The Service Coordinator obtains the parent’s signature on the opt-out section of the PEA Notification/Referral form by the end of the day eligibility is determined. The PEA Notification/Referral form is maintained in the child’s record but is not sent to the school district nor ADE.</td>
<td>The Service Coordinator obtains the parent’s signature on the opt-out section of the PEA Notification/Referral form by the end of the day eligibility is determined. The PEA Notification/Referral form is maintained in the child’s record but is not sent to the school district nor ADE.</td>
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See page 3 for EOE/ADA disclosures
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<th>ACTIVITIES</th>
<th>CHILD ELIGIBLE FOR AZEIP PRIOR TO 2 YEARS 6 MONTHS (2.6) OF AGE</th>
<th>CHILD ELIGIBLE FOR AZEIP BETWEEN 2 YEARS 6 MONTHS (2.6) AND 2 YEARS 9 MONTHS (2.9) OF AGE</th>
<th>CHILD ELIGIBLE FOR AZEIP BETWEEN 2 YEARS 9 MONTHS (2.9) AND 2 YEARS 10½ MONTHS (2.10½) OF AGE</th>
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<td>Continued</td>
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<tr>
<td>Transition Conference (TC)- If Parent Agrees</td>
<td>If the parent agrees to a TC, it must be held on or before the day the child is 2.9 unless there is an exceptional family circumstance and may be held as early as the day the child is 2.3, if all parties agree.</td>
<td>If the parent agrees to a TC, it must be held on or before the day the child is 2.9 unless there is an exceptional family circumstance. The TC may be combined with the initial IFSP/TPM. When this occurs, the TC is held the same day and immediately following completion of the initial IFSP/TPM.</td>
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**Children Referred to or Eligible for AzEIP after 2 years 10 ½ months (2.10 ½) of age**

With the parent’s permission, the Service Coordinator (SC) sends the ADE Child Find Form to the school district of residence and ADE (C2Binbox@azed.gov) in the same email. A Transition Planning Meeting (TPM), PEA Notification/Referral, and Transition Conference are not required.

**I-TEAMS Updates**

- I-TEAMS must be updated within ten (10) calendar days of completion of each transition activity, including changes in the PEA decision. See next page for additional information regarding changes related to PEA Notification/Referral.
**CHANGES RELATED TO PEA NOTIFICATION/REFERRAL**

**Change in school district of residence**
If a child moves from one school district to another after a PEA Notification/Referral has been sent, the SC:
- Completes the PEA Notification/Referral Update Section of the original PEA Notification/Referral form
- Sends the updated form to the previous school district, the new school district, and ADE (C2Binbox@azed.gov) in the same email
- Updates the I-TEAMS Transition Child page (PEA Notification Update and School District Update)
- **Does not change** the I-TEAMS ADE Notification Sent Date

**Change in PEA decision from No to Yes (parent opts out and later “opts back in”/changes their mind about transition to preschool)**
If the parent changes their PEA decision in writing before the day the child is 2 years 10½ months (2.10½) of age, the SC:
- Completes the PEA Notification/Referral Update Section of the original PEA Notification/Referral form in which the parent opted out
- Sends the updated form to the school district of residence and ADE (C2Binbox@azed.gov) in the same email
- Notes the change in parent’s decision in the I-TEAMS Child Demographics Comments section and in SC notes
- Emails the child’s name and I-TEAMS ID to AzEIPQualityImprovement@azdes.gov with a summary of the change in parent’s decision to ensure AzEIP records an accurate transition compliance decision in I-TEAMS
- **Does not make any changes** to the I-TEAMS Transition Child page

If the parent changes their decision in writing **after** the day the child is 2 years 10½ months (2.10½) of age, **with the parent’s permission**, the SC:
- Completes the ADE Child Find Form and the PEA Notification/Referral Update Section of the original PEA Notification/Referral form in which the parent opted out
- Sends the ADE Child Find Form with the original PEA Notification/Referral (opt-out) form to the school district of residence and ADE in the same email
- Notes the change in parent’s decision in the I-TEAMS Child Demographics Comments section and in SC notes
- **Does not make any changes** to the I-TEAMS Transition Child page

**Change in preschool transition decision after PEA has been sent**
If the parent requests to opt out of PEA notification, changes their mind about transitioning to preschool, or declines to move forward with preschool transition after the PEA Notification/Referral form has been sent, the SC:
- Requests parent notify the school district of residence they no longer want to participate in the process
- Notifies the school district of residence and ADE (C2Binbox@azed.gov) in the same email that the parent no longer wants to participate in the process and the parent has been asked to notify the school district directly
- Notes the change in parent’s decision in the I-TEAMS Child Demographics Comments section and in SC notes
- **Does not make any changes** to the I-TEAMS Transition Child page

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