

TRANSITION CONFERENCE SUMMARY

Date

Child's Name

Date of Birth

Age

The purpose of the transition conference is to ensure the following activities/steps are completed:

- a. review potential program(s) options/continuum of services available after the child's third birthday;
- b. establish tentative timelines and activities for the child's transition into the early childhood programs requested by the parent (*such as Head Start or preschool*), if eligible;
- c. establish a plan for parental visitation to the programs available;
- d. review existing data/information about the child; and
- e. plan for collecting additional information to determine eligibility for programs of interest to the parents, such as special education preschool.

Yes No **The parent has provided consent to discuss/share information about the child to participants attending the transition conference.**

(Note: this is required prior to the transition conference meeting)

TRANSITION CONFERENCE PARTICIPANTS

Name	Agency/Program	Phone Number
	Parent(s)	
	AzEIP Service Coordinator	
	IFSP Team member	
	IFSP Team member	
	PEA Representative	
	Head Start Representative	
	Community Preschool Representative	
	Other:	
	Other:	
	Other:	
	Other:	

SUMMARY		
Next Action/Steps	Responsible Person(s)	Date to be Completed

Comments

Yes No A referral was made to the local school district by providing the PEA Notification/Referral form.
 If yes, enter school district name and date of referral

The parent(s) requests participation of the following individuals at the Preschool Multidisciplinary Evaluation Team (MET)/ Eligibility Conference and the Individual Education Program (IEP) meeting:

AzEIP Service Coordinator and/or

Others (*provide names and contact information*):