

### AzEIP Transition Timeline

Activities	Child Eligible For AzEIP Prior To 2 Years 6 Months (2.6) Of Age	Child Eligible for AzEIP Between 2 Years 6 Months (2.6) and 2 Years 9 Months (2.9) of Age	Child Eligible for Azeip Between 2 Years 9 Months (2.9) and 2 Years 10½ Months (2.10½) of Age
<p><b>IFSP Transition Planning Meeting (TPM)- Mandatory</b></p> <p><i>The TPM must meet the requirements of an IFSP meeting, and transition steps must be documented on the IFSP.</i></p>	<p>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.</p>	<p>The TPM must be held at the Initial IFSP meeting with the family.</p>	<p>The TPM must be held at the Initial IFSP meeting with the family.</p>
<p><b>Public Education Agency (PEA) Notification Decision-Mandatory</b></p> <p><i>The Service Coordinator discusses the required PEA notification/referral to the school district of residence and Arizona Department of Education (ADE) including the sharing of demographic information about the child and family.</i></p> <p><i>The Service Coordinator also explains the process for opting out of the PEA notification.</i></p> <p><i>NOTE: For children determined AzEIP eligible before 2.9, the PEA Notification/Referral must be sent to the school district and ADE by the date the child is 2.9 if the parent has not opted out, even if the TPM and/or Initial IFSP have not occurred.</i></p>	<p>The PEA notification decision must be made by the parent by the end of the TPM.</p> <p><b>If the parent does not opt out in writing by the end of the TPM:</b></p> <p>The Service Coordinator sends the PEA Notification/Referral form to the school district within one (1) business day following the TPM.</p> <p>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 Child page.</p> <p><b>If the parent opts out:</b></p> <p>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 <i>not</i> sent to the school district nor ADE.</p>	<p>The PEA notification decision must be made by the parent by the day AzEIP eligibility is determined.</p> <p><b>If the parent does not opt out in writing the day AzEIP eligibility is determined:</b></p> <p>The Service Coordinator sends the PEA Notification/Referral form to the school district <i>and</i> ADE at <a href="mailto:C2BInbox@azed.gov">C2BInbox@azed.gov</a> within one (1) business day following the day AzEIP eligibility is determined, and <i>no later than the day the child is 2.9 years of age.</i></p> <p><b>If the parent opts out:</b></p> <p>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 <i>not</i> sent to the school district nor ADE.</p>	<p>The PEA notification decision must be made by the parent by the day AzEIP eligibility is determined.</p> <p><b>If the parent does not opt out in writing the day AzEIP eligibility is determined:</b></p> <p>The Service Coordinator sends the PEA Notification/Referral form to the school district <i>and</i> ADE at <a href="mailto:C2BInbox@azed.gov">C2BInbox@azed.gov</a> within one (1) business day following the day AzEIP eligibility is determined.</p> <p><b>If the parent opts out:</b></p> <p>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 <b>not</b> sent to the school district nor ADE.</p>

Activities	Child Eligible For AzEIP Prior To 2 Years 6 Months (2.6) Of Age	Child Eligible for AzEIP Between 2 Years 6 Months (2.6) and 2 Years 9 Months (2.9) of Age	Child Eligible for Azeip Between 2 Years 9 Months (2.9) and 2 Years 10½ Months (2.10½) of Age
<p><b>Transition Conference (TC)- If Parent Agrees</b></p> <p><i>The parent may agree or not agree to have this meeting. If the parent agrees, the school district must be invited in a timely manner to ensure a PEA representative is in attendance. The TC must meet the requirements of an IFSP Meeting.</i></p>	<p>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.</p>	<p>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.</p>	<p>If the parent agrees to a TC, it 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.</p>

**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 [Child Find Referral Form](#) to the school district of residence and ADE ([C2Binbox@azed.gov](mailto: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 and/or Transition Conference.

## Changes Related to PEA Notification/Referral and/or Transition Conference

### 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](mailto: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](mailto: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 Contact Log
- Completes [Changes Related to PEA Notification/Referral and/or Transition Conference Google Form](#)
- *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 [Child Find Referral Form](#) and the PEA Notification/Referral Update Section of the original PEA Notification/Referral form in which the parent opted out
- Sends the [Child Find Referral Form](#) with the original PEA Notification/Referral (opt-out) form to the school district of residence *and* ADE ([C2Binbox@azed.gov](mailto: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 Contact Log
- *Does not make any changes* to the I-TEAMS Transition Child page

### Change in preschool transition decision after PEA Notification/Referral has been sent

If a parent changes their decision about a transition conference 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 of their decision
- In one email, notifies the school district of residence and ADE ([C2Binbox@azed.gov](mailto:C2Binbox@azed.gov)) of the parent’s change in decision and that 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 Contact Log
- Completes [Changes Related to PEA Notification/Referral and/or Transition Conference Google Form](#)
- *Does not make any changes* to the I-TEAMS Transition Child page