

### Instructions for Use

Service Coordinators are encouraged to use the Transition Conference Agenda as a guide during Transition Conferences to ensure all required elements are completed.

- I. Introductions
- II. Purpose of Transition Conference
- III. IFSP/Periodic Review
  - A. Child and Family Assessment (*obtain Consent for Assessment if needed*)
    1. Strengths
    2. Needs
  - B. Child Outcomes Summary
  - C. Outcomes and Services
  - D. Transition Plan
- IV. Program information (public preschool program, Head Start, private preschool, community programs)
  - A. Overview of Program
    1. How it supports the child and family
    2. What a typical day looks like (*days/times of services*)
  - B. Potential services and supports (*including transportation*)
  - C. Eligibility criteria
  - D. Timelines for eligibility determination
  - E. Tour of facilities
  - F. Family specific questions/comments
- V. Family decision
  - A. Family chooses which programs to move forward with
  - B. Family specific questions/comments
- VI. School District explanation of next steps
  - A. Review of early intervention documentation shared and needed
  - B. School District shares eligibility steps
    1. Review of Existing Data (RED) Meeting and Multidisciplinary Eligibility Team Meeting (MET1), including vision and hearing screenings
    2. Evaluation/Assessment

See reverse for EOE/ADA disclosures



3. Multidisciplinary Eligibility Team Meeting (MET2)
4. Individualized Education Plan (IEP)
5. Family responsibilities
  - a. Proof of residency within district boundaries
  - b. Registration packet after Free Appropriate Public Education (FAPE) is offered (birth certificate, immunization records, additional documents needed) - this is **not** required prior to eligibility determination for Part B services
- C. Family specific questions/comments
- VII. Other program(s) next steps
  1. Eligibility steps
  2. Required documentation
- VIII. Review of Procedural Safeguards
  - A. AzEIP
  - B. Preschool eligibility process
- IX. Completion of Transition Conference Summary
  - A. Complete Transition Conference Participants Section
  - B. Discuss who the family can contact if they have questions
- X. Conclusion of IFSP/Periodic Review
  - A. Obtain informed written consent
  - B. Parent identifies who should receive a copy of the IFSP

### Corresponding AzEIP Technical Assistance

- [AzEIP Transition Timeline](#)
- [Transition AzEP Programmatic Meeting](#)
- [Transition Conference Script](#)
- [Transition Technical Assistance Bulletin](#)