
CHAPTER 4: TRANSITION

REVISION DATES: 07/01/2021, 12/14/2018

EFFECTIVE DATES: 04/01/2022, 07/01/2019

INTENDED USER(S): All ADES/AzEIP personnel, AzEIP Service Providing Agencies including all employees, contractors, subcontractors, and volunteers.

REFERENCES/AUTHORITY: 20 U.S.C. §§1436((d)(8); 1437(9); 34 C.F.R. §§303.209, -.342(d), and (e), -.343(a), -.344(h), and -.401(d) and (e); A.R.S. §41-2022

4.4 Transition Conference

4.4.1 A Transition Conference is a meeting arranged and facilitated by the service coordinator that includes those early childhood programs in which the family has an interest, such as the PEA, Head Start, and/or private preschools.

4.4.2 The Transition Conference must meet the requirements of an IFSP meeting and must be:

- A. Held in a setting and at a time that is convenient for the family
- B. Conducted in the native language of the family or other modes of communication used by the family, unless it is clearly not feasible to do so
- C. Fully explained to the family so that appropriate consent may be obtained to initiate services, if needed.

4.4.3 The following required participants must be invited to the Transition Conference:

- A. The parent(s)
- B. Other family members as requested by the parent
- C. An advocate or person outside of the family, if requested by the parent
- D. The service coordinator
- E. A person(s) directly involved with conducting the evaluation or assessment, if the transition conference is being held in conjunction with the initial IFSP
 - 1) In the event that a person(s) directly involved with conducting the evaluation or assessment is unable to attend the Transition Conference in person, they must attend by phone or provide written documentation of the child's progress prior to the meeting.
- F. All active IFSP team members
 - 1) In the event that an active IFSP team member is unable to attend the Transition Conference in person, they must attend by phone or provide written documentation of the child's progress prior to the meeting.
- G. A PEA representative
 - 1) In the event that a representative from the PEA is unable to attend the

child's Transition Conference, the service coordinator will:

- Coordinate with the PEA representative to present materials and information on behalf of the PEA representative, including:
- Part B eligibility definitions
- Timelines
- Process for consenting to an evaluation and conducting Part B eligibility determination
- Availability of special education and related services
- Conduct the conference as scheduled.

H. A representative(s) from other early childhood programs (i.e., Head Start, private or community preschool), as requested by the parent.

4.4.4 The service coordinator sends the Invitation to Participate in a Transition Conference/IFSP Transition Planning Meeting, which serves as the PWN for the Transition Conference to all participants.

4.4.5 With the parent's written consent, the service coordinator shares information (evaluation results, progress reports, IFSP, etc.) with the PEA.

4.4.6 Prior to the beginning of the Transition Conference, the service coordinator ensures that written consent to share early intervention information is obtained from the parent so that early intervention information may be discussed during the meeting.

4.4.7 During the Transition Conference, the service coordinator ensures the following steps are taken and any additional action steps needed are documented on the Transition Conference Summary:

- A. Review and revise, as needed, the transition plan developed at the mandatory Transition Planning Meeting
- B. Review the potential program options/continuum of services available on the child's third birthday
- C. Establish tentative timelines and activities for the child's transition into the PEA, if eligible
- D. Establish a plan for parental visitation to the education programs available (if requested by the parent and not already completed)
- E. Review existing data including vision and hearing screening information; and
- F. Plan for the collection of additional information, including evaluation and procedures to assist in determining eligibility for IDEA, Part B and appropriate IEP services, including ESY.

4.4.8 The service coordinator ensures that information related to the Transition Conferences entered in the ADES data system within ten (10) calendar days

after completion of this meeting.

- 4.4.9 If the child will transition to preschool, the service coordinator ensures the IDEA, Part B Start Date is entered in the ADES data system prior to exiting the child's record in the ADES data system.