

Chandler Unified School District #80

Transition Procedures from Early Intervention (Part C) to Preschool (Part B)

In order to ensure a smooth transition for children receiving services through early intervention agencies, the following process will be followed:

AzEIP Service Coordinator sends **PEA Notification Referral, IFSP, and DER** (if applicable) to the Early Childhood Child Find Secretary, Manuela Escalante, at Chandler Unified School District (CUSD) via email to CUSDPreschoolAssessment@cusd80.com

The Early Childhood Child Find Secretary and AzEIP Service Coordinator collaborate to schedule a Transition Conference to be held between the child's age of 2 years, 6 months and 2 years, 9 months at a place and time convenient for the family. CUSD reserves time on Wednesdays to schedule Transition Conferences, but can be flexible with days, if needed.

A Transition Conference is required for children who were found eligible for Part C services before the age of 2 years, 9 months. If the child is found eligible between the ages of 2 years, 9 months and 2 years 10½ months CUSD is willing to participate in a Transition Conference, though it is not required.

During the Transition Conference a member of the Early Childhood Child Find Team from CUSD will:

1. Provide information to the family about preschool special education services and discuss the evaluation and IEP process.
2. Provide Procedural Safeguards and required special education meeting notices.
3. Provide Prior Written Notice (PWN) for actions CUSD is proposing.
4. Schedule review of existing data, evaluation, multi-disciplinary evaluation team (MET), and individualized education program (IEP) meetings as appropriate.
 - a. At a parent's request, the service coordinator or other participants may be invited to these meetings.
5. CUSD will ensure the team meets and determines eligibility and completes the IEP meeting, if necessary, prior to the child's 3rd birthday.

Special Considerations

- If a child is referred to CUSD prior to 2 years, 6 months, CUSD may request the referring agency re-send the PEA Notification Referral after the child is 2 years, 6 months.
- If a child, who was found eligible for AzEIP services after 2 years 10 ½ months of age, is referred to CUSD, this is considered a Child Find referral. If a PEA Notification Referral was sent, CUSD will file an alert with ADE by sending an email to C2BInbox@azed.gov.
- If a PEA Notification Referral is received after a child is 2 years, 9 months of age, CUSD will file an alert with ADE by sending an email to C2BInbox@azed.gov.
- If a parent chooses to opt-out of the transition process after 2 years, 8 months, written documentation of this decision will be obtained from the parent by the Early Childhood Child Find Team and noted in a PWN.