

TRANSITION PROCEDURE CHECKLIST
Preschool

Transition from Infant Toddler to Preschool Program

The preschool Early Intervention (EI) program has procedures that includes the following:

- Preschool staff participation in the infant toddler transition meeting.
- Development of an IEP by the child's third birthday.
- Obtaining parental consents.
- Pendency.

Transition to School Age Procedure Checklist

The preschool EI program has procedures in place for transition that includes the following:

- Identification of children who are approaching the age for kindergarten or first grade in their districts of residence.
- Process for sending transition letters of explanation by February 1 of each year.
- How EI IEP team informs parents of advantages of transitioning to school age program with same age peers.
- How EI IEP reflects an additional year of EI at the request of the family.
- Scheduling transition meetings by the end of February for all children approaching the age for kindergarten or first grade.
- Provision of the appropriate *Intent to Register* form to parents.
- Provision for transfer of records to school districts.
- Explanation of dispute resolution actions.

Other Transitions for Preschool Children

The preschool EI program has procedures for the following:

- Process for children who are moving in and out of state.
- Process for children who are moving from one EI program in PA to another EI program in PA.
- Process for children who are no longer eligible for EI and are transitioning out of the program or to other community services.
- Ensuring staff are trained on new or updated procedures. *

- Effective date of the procedure.

References:

IDEA 34 CFR §300.124; §300.321; §300.323

Title 22 Pa Code §14.154; §14.157

EI ANNOUNCEMENTS: 09-#19; 13-#01

PA Act 212-1990 §301

*This item does not necessarily need to be found in every procedure; however, there must be at least one statement that indicates how training is provided on new or updated procedures.