

Transition to Preschool Special Education

Timeline and Responsibilities

Age of Child	Parent(s)/Guardian(s)	Regional Center	Early Intervention Agency/Agencies	School District	Early Start Transition Coordinator	Family Focus Resource Center
2.6 years	Attend Transition IFSP Attend Preschool Transition Workshop before Transition IEP	Send list of children who will enter School Districts within next 6 months to Early Start Transition Coordinator Attend Transition IFSP	Inform parents about transition process and distribute transition materials.	Plan for future assessment and service delivery Present at Transition Workshop	Notify home district Present at Transition Workshops. Attend Transition IFSP	Present at Transition Workshops
2.6 – 2.8 years	Read transition materials. Questions should be directed to current therapist(s) or Regional Center Service Coordinator Sign release of information approval	Assist parents with release of information. Send report(s) to Early Start Transition Coordinator	Notify Early Start Transition Coordinator of children nearing 2.9 Assist family with coordination.	Continue to plan for assessment and service delivery	Begin individual student file Have parent fill out transition forms	Provide information at parent request to prepare for IEP
2.9 – 2.10 years	Sign assessment plan Participate in multi-agency team assessment Prepare for IEP meeting Consider who you want to invite to IEP meeting Schedule assessment for continued Regional Center eligibility, if applicable	Caseworker participates in multi-agency assessment With parent's permission, gives assessment to Early Start Transition Coordinator	Conducts final (exit) assessment(s) With parent's permission, gives final assessment(s) to Early Start Transition Coordinator	Develop assessment plan. Coordinates dates with parent for assessment(s) Referral to other agencies as needed		Collaborate with Early Start Transition Coordinator and family as needed to help ensure smooth transition
2.11 – 3.0 years	Visit preschool program option(s) Participate in IEP meeting and decide with IEP Team on placement, services and goals	Attend IEP meetings at parent's request Reviews outcomes on Transition IFSP Advises parent of eligibility determination for continued Regional Center eligibility, if applicable	Attend IEP meetings at parent's request	Visit preschool program options with parents Participate in IEP meeting. Contact Early Start Transition Coordinator with the final placement for each child	Attend IEP meetings as requested Updates database from information provided by each school district	Contact parent to refer to other community resources as needed Refer to Family Focus' School-age Coordinator