



Alabama State Department of Education
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quick tips...

Essential information and/or interesting facts from Special Education Services, Alabama State Department of Education.

for Preschool

INDICATOR 12: EARLY CHILDHOOD TRANSITION

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Percent of children referred by Part C prior to age 3, who are found eligible for Part B, and who have an IEP developed and implemented by their third birthdays.

The OSEP target for Alabama is 100%.

Indicator 12: Checks and Balances

- Develop a plan for receiving and distributing the *Early Intervention Notification to Local Education Agency* letters from Early Intervention (EI) to preschool coordinators/case managers.
- Each quarter, SDE mails the LEA the list of children that have been referred by EI to the local education agency (LEA).
- Compare this list to the *Early Intervention Notification to Local Education Agency* letters received.
- Check with LEA personnel to find notifications that you don't have.
- Notify Special Education Services, Alabama State Department of Education if a letter of notification was not received for any of the children that EI reported were sent to the LEA. Do not send this list to EI service coordinator/s as this is a breach of confidentiality for the children and their families.
- SDE will request EI to resend the letter of notification to the LEA for children for whom notifications were not received.

Quick Tips for EI to Preschool Tracking Log Accuracy

- Review the EI to Preschool tracking log under **state reports** to ensure all data is entered correctly with all fields completed.
- Review information entered in the EI to Preschool tab on the Student Folder page of SETS to be sure data is accurate. Only data for children transitioning from EI are entered in the EI to Preschool tab. Data on the tracking log is pulled from this tab.
- Children for whom the LEA received the *Early Intervention Notification to Local Education Agency* **and** are being referred for eligibility determination must be accounted for on the EI to Preschool Tracking Log during the reporting period in which the child turns three.
- Children for whom the LEA received the Early Intervention Notification to Local Education Agency and are **not** being referred for eligibility determination must be accounted for on a Word document with the reason why the child is not transitioning to the LEA at this time.
- The following **must always** be entered in the EI to Preschool tab in SETS (even if a transition meeting is not held).
 - Check the box Transitioned from EI Program
 - Date Letter of Notification from EI Received
 - Eligible for EI services less than 90 Days Y or N



“t”ransition Procedures

- **Eligible children for EI services 27 months to 90 days prior to the child’s third birthday**
 - EI sends the *Early Intervention Notification to Local Education Agency*.
 - Best practice: LEA confirms receipt of the notification from EI by e-mail.
 - EI schedules the transition meeting. Parents and LEA must attend.
 - LEA completes a paper copy of the *Early Intervention to Preschool Transition Planning Documentation*.
 - LEA must determine eligibility and develop/implement the IEP by the child’s third birthday.
- **Eligible children for EI services 45-89 days prior to the child’s third birthday**
 - EI sends the *Early Intervention Notification to Local Education Agency*.
 - The notification contains parent contact information.
 - No transition meeting is required.
 - LEA is required to contact the parent, evaluate, determine eligibility and develop/implement an IEP by the child’s 3rd birthday. (This is not considered a parent referral.)
 - LEA may use evaluations conducted by EI for determining eligibility.
- **Eligible children for EI services 44 or less days prior to the child’s birthday**
 - EI is not required to send the *Early Intervention Notification to Local Education Agency*.
 - EI will provide the parent with LEA contact information.
 - If/when the parent contacts the LEA, regard this as a Parent Referral and follow Process Chart 1 in Mastering the Maze.
 - Data is not entered in the EI to Preschool tab in SETS.
 - Name does not appear on the EI to Preschool Tracking Log.
 - LEA is not required to complete eligibility and develop/implement an IEP by the child’s third birthday, but must follow timeline indicated in Process Chart 1 in Mastering the Maze.
- The EI to Preschool referral process **DOES NOT STOP** during summer months or during holidays. The LEA must make arrangements with personnel to complete the transition process for any transition notification received during the summer/holidays or for any EI referral in which the child’s 3rd birthday occurs during the summer/holidays.
- For eligible children transitioning from EI, the IEP must be developed and implemented by the child’s third birthday (the next day of school if the IEP meeting is later in the day or is followed by a weekend or holiday). If services are not implemented by the child’s third birthday, a justification and the date the IEP will be implemented must be written in the IEP Student Profile.
- Monitor timeline and dates of third birthdays so that eligibilities and IEPs are developed and implemented according to mandated timeline. The 60 day timeline to complete evaluations is in effect. Eligibility must be completed within 30 days of completion of the last evaluation. IEPs must be developed within 30 days of eligibility determination. Best practice is to hold the eligibility and IEP as close as possible to the third birthday to ensure developmentally appropriate IEPs and implementation of the IEP by the third birthday.
- Enter/monitor correct coding of reasons 1) why children do not have an eligibility or IEP meeting and 2) why children have eligibility and IEP meetings after the third birthday. Enter the range of days past the third birthday if eligibility and IEPs are completed after the third birthday.
- Children transitioning from EI may not be screened. EI referrals must proceed to the special education referral process.