

# LEA Notification Tools and Resources

## Birth to 3 Program Operations Guide

### Chapter 11 Transitions

#### 11.2.1 Initial State Education Agency (SEA)/Local Education Agency (LEA) Notification

The Wisconsin Birth to 3 Program's referral to special education services process first requires local Birth to 3 Programs to disclose limited contact information for a child and their family to the local education agency and state education agency (in Wisconsin, DPI) when they notify these agencies that a child is approaching the age of eligibility for preschool special education services.

The following information is submitted through the online enrollment system to DPI and to the local school district where the child lives once the child turns 27 months old:

- The child's name
- The child's date of birth
- Contact information for the parent(s), including names, addresses, phone numbers, and language preference

The notification is sent for all children enrolled in Birth to 3 Program at the time they turn 27 months old, regardless of whether they are likely to be eligible for Part B (i.e., special education) services, unless the family signs the Opting Out of LEA and SEA Notification form. More information on this is below in the section on Wisconsin's Opt-Out Policy.)